

### REGULAR MEETING NOTICE AND AGENDA

AUGUST 3, 2015 - 6:00 PM

COUNCIL CHAMBERS 117 MACNEIL STREET SAN FERNANDO, CA 91340

### **CALL TO ORDER/ROLL CALL**

Mayor Joel Fajardo Vice Mayor Sylvia Ballin Councilmember Robert C. Gonzales Councilmember Antonio Lopez Councilmember Jaime Soto

### **PLEDGE OF ALLEGIANCE**

Police Explorer Alberto Barragan

### **APPROVAL OF AGENDA**

### **PRESENTATION**

a) RECOGNITION OF RELAY FOR LIFE EVENT VOLUNTEERS Vice Mayor Sylvia Ballin

### PUBLIC STATEMENTS - WRITTEN/ORAL

There will be a three (3) minute limitation per each member of the audience who wishes to make comments relating to City Business. Anyone wishing to speak, please fill out the blue form located at the Council Chambers entrance and submit it to the City Clerk. When addressing the City Council please speak into the microphone and voluntarily state your name and address.

**Regular Meeting Notice and Agenda – August 3, 2015**Page 2 of 5

### **CONSENT CALENDAR**

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the City Council wishes to discuss any item, it should first be removed from the Consent Calendar.

- 1) REQUEST TO APPROVE MINUTES OF JULY 20, 2015 SPECIAL MEETING
- 2) CONSIDERATION TO ADOPT RESOLUTION NO. 15-081 APPROVING THE WARRANT REGISTER
- 3) UPDATE REGARDING THE CITY'S LIVING WAGE ORDINANCE

Recommend that the City Council receive and file this report.

4) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE SAN FERNANDO POLICE OFFICERS' ASSOCIATION POLICE MANAGEMENT UNIT AND ADOPT A RESOLUTION FOR IMPLEMENTING THE COST-SHARING FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

Recommend that the City Council:

- a. Approve the a Memorandum of Understanding (Contract No. 1793) between the City of San Fernando and the San Fernando Police Officers' Association Police Management Unit for a four-year term (July 1, 2015 through June 30, 2019);
- b. Adopt Resolution No. 7690 implementing cost sharing for Employer Paid Member Contributions with the San Fernando Police Management Unit; and
- c. Authorize the City Manager to make non-substantive corrections and execute all related documents.
- 5) CONSIDERATION TO ADOPT A RESOLUTION ESTABLISHING A FOUR-YEAR EXECUTIVE COMPENSATION PLAN FOR DEPARTMENT HEAD CLASSIFICATIONS AND ADOPT A RESOLUTION IMPLEMENTING COST-SHARING FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

Recommend that the City Council:

a. Adopt Resolution No. 7692 establishing the salary and benefits for employees in classifications designated as Department Heads;



**Regular Meeting Notice and Agenda – August 3, 2015** Page 3 of 5

- b. Adopt Resolution No. 7689 implementing cost sharing for Employer Paid Member Contributions per the proposed Executive Compensation Plan; and
- c. Authorize the City Manager to make non-substantive corrections and execute all related documents.

### **PUBLIC HEARING**

6) CONSIDERATION OF FISCAL YEAR 2015-2016 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT PUBLIC HEARING AND CONFIRMATION OF ASSESSMENT

Recommend that the City Council:

- a. Conduct a Public Hearing by following the Order of Procedure;
- b. Pending public testimony, adopt Resolution No. 7685 ordering the continued maintenance of the City's streetlights and confirming the annual assessment; and
- c. Adopt Resolution No. 7686 approving the Final Engineer's Report for the FY 2015-2016 Landscaping and Lighting Assessment District.
- 7) CONSIDERATION OF THE REGIONAL CONGESTION MANAGEMENT PROGRAM (CMP) SELF-CERTIFICATION AND ADOPTION OF THE CITY'S 2015 CMP LOCAL DEVELOPMENT REPORT

Recommend that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, adopt Resolution No. 7694 certifying that the City of San Fernando is in conformance with the Congestion Management Program (CMP) for Los Angeles County, and approving the City's 2015 CMP Local Development Report for the reporting period from June 1, 2014 to May 31, 2015.

### **ADMINISTRATIVE REPORTS**

8) OVERVIEW OF CITY'S SANITARY SEWER MANAGEMENT PLAN AND CONSIDERATION TO AUTHORIZE INITIATING CLOSED CAPTIONED TELEVISION INSPECTION/CLEANING SERVICES



**Regular Meeting Notice and Agenda – August 3, 2015**Page 4 of 5

### Recommend that the City Council:

- a. Review the overview of the City's Sanitary Sewer Management Plan;
- b. Review the proposed public outreach materials regarding Fats, Oils, and Greases (FOG) disposal into the sanitary sewer system;
- c. Authorize the City Manager to execute a contract amendment with Performance Pipeline Technologies, in an amount not-to-exceed \$225,000 for closed captioned television (CCTV) and cleaning services for approximately 164,000 linear feet of the City's sanitary sewer system, including a 10% contingency (\$20,000) for unforeseen circumstances that may arise; and
- d. Authorize the City Manager to execute a contract amendment with Hall and Foreman, in an amount not-to-exceed \$90,000 for independent third-party review services of CCTV information and integrating CCTV information into the City's geographic information services system.

### 9) CONSIDERATION TO APPROVE CO-SPONSORSHIP OF THE SAN FERNANDO CHILE FESTIVAL

Recommend that the City Council consider the following:

- a. Approve City co-sponsorship of the San Fernando Chile Festival with the San Fernando Mall Association;
- b. Approve the use of the City Seal on San Fernando Chile Festival marketing material; and
- c. Approve waiving special event fees for implementation of the San Fernando Chile Festival Event.

### 10) APPOINTMENT TO THE PARKS, WELLNESS, AND RECREATION COMMISSION

Councilmember Jaime Soto is recommending the appointment of Yolanda Haro to the Parks, Wellness, and Recreation Commission as his representative.

### 11) OVERVIEW OF APPLICABLE LAW AUTHORIZING THE IMPOSITION OF FINES FOR THE DISCHARGE OF FIREWORKS

Recommend that the City Council provide staff with direction. If it is the City Council's desire to proceed with some sort of increase in fines, then it is recommended that staff be



**Regular Meeting Notice and Agenda – August 3, 2015**Page 5 of 5

directed to return within the next 30 to 45 days with an Ordinance modifying Chapter 38 and setting forth a revised fining schedule.

## 12) DISCUSSION PERTAINING TO THE CITY OF SAN FERNANDO CORRESPONDENCE STANDARDIZATION PROJECT

Recommend that the City Council provide staff with direction related to the standardization of all City correspondence.

### **COMMITTEE/COMMISSION LIAISON UPDATES**

### **GENERAL COUNCIL COMMENTS**

### STAFF COMMUNICATION

### **ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Elena G. Chávez, CMC City Clerk

Signed and Posted: July 31, 2015 (11:30 a.m.)

Clerk's Office at (818) 898-1204 at least 48 hours prior to the meeting.

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting in the City Clerk's Office. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk's Office at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at <a href="https://www.sfcity.org">www.sfcity.org</a>. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the City



This Page
Intentionally
Left Blank

# Regular Meeting San Fernando City Council

This Page
Intentionally
Left Blank



This Page
Intentionally
Left Blank

### SAN FERNANDO CITY COUNCIL MINUTES

### JULY 20, 2015 – 5:00 P.M. SPECIAL MEETING

City Hall Community Room 117 Macneil Street San Fernando, CA 91340

### CALL TO ORDER/ROLL CALL

Mayor Joel Fajardo called the meeting to order at 5:01 p.m.

Present:

Council: Mayor Joel Fajardo, Vice Mayor Sylvia Ballin, and Councilmembers

Antonio Lopez and Jaime Soto (arrived at 5:36 p.m.)

Staff: City Manager Brian Saeki, City Attorney Rick R. Olivarez and City Clerk

Elena G. Chávez

Absent: Councilmember Robert C. Gonzales

### **PLEDGE OF ALLEGIANCE**

Led by Mayor Fajardo

### APPROVAL OF AGENDA

Motion by Vice Mayor Ballin, seconded by Councilmember Lopez, to approve the agenda as amended. By consensus, the motion carried.

### PUBLIC STATEMENTS – WRITTEN/ORAL

None

### RECESS TO CLOSED SESSION (5:01 P.M.)

By consensus, Councilmembers recessed to the following Closed Session:

A) CONFERENCE WITH LABOR NEGOTIATOR G.C. §54957.6

### SAN FERNANDO CITY COUNCIL SPECIAL MEETING MINUTES – July 20, 2015 Page 2

Designated City Negotiator: City Manager Brian Saeki

Employees and Employee Bargaining Units that are the Subject of Negotiation:

San Fernando Management Group (SEIU, Local 721)

San Fernando Public Employees' Association (SEIU, Local 721)

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association (SEIU, Local 721)

San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)

All Unrepresented Employees

## B) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS MATTER OF EXISTING LITIGATION

G.C. 54956.9(d)(1)

Name of Case: Kevin Glasgow v. City of San Fernando

WCAB Case No.: ADJ9385620; ADJ9549077 Claim No.: 20140005SFE; 20140003SFE

### RECONVENE/REPORT OUT FROM CLOSED SESSION (6:09 P.M.)

City Attorney Olivarez reported the following:

Item A – The City Council received a briefing, direction was given but no final action was taken.

Item B – The City Council received a briefing, direction was given but no final action was taken.

### **ADJOURNMENT (6:09 P.M.)**

Motion by Vice Mayor Ballin, seconded by Councilmember Lopez, to adjourn. By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of July 20, 2015 meeting as approved by the San Fernando City Council.

Elena G. Chávez

City Clerk

This Page
Intentionally
Left Blank



### AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

By: Nick Kimball, Finance Director

**Date:** August 3, 2015

**Subject:** Consideration to Adopt Resolution No. 15-081 Approving the Warrant Register

#### **RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 15-081 (Attachment "A") approving the Warrant Register.

### **BACKGROUND:**

For each City Council meeting the Finance Department prepares a Warrant Register for Council approval. The Register includes all recommended payments for the City. Checks, other than handwritten checks, generally are not released until after the Council approves the Register. The exceptions are for early releases to avoid penalties and interest, excessive delays and in all other circumstances favorable to the City to do so. Handwritten checks are those payments required to be issued between Council meetings such as insurance premiums and tax deposits. Staff reviews requests for expenditures for budgetary approval and then prepares a Warrant Register for Council approval and or ratification. Items such as payroll withholding tax deposits do not require budget approval.

The Finance Director hereby certifies that all requests for expenditures have been signed by the department head, or designee, receiving the merchandise or services thereby stating that the items or services have been received and that the resulting expenditure is appropriate. The Finance Director hereby certifies that each warrant has been reviewed for completeness and that sufficient funds are available for payment of the warrant register.

#### **ATTACHMENT:**

A. Resolution No. 15-081

**ATTACHMENT "A"** 

### **RESOLUTION NO. 15-081**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 15-081

# THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER AS FOLLOWS:

- 1. That the demands (EXHIBIT "A") as presented, having been duly audited, for completeness, are hereby allowed and approved for payment in the amounts as shown to designated payees and charged to the appropriate funds as indicated.
- 2. That the City Clerk shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

**PASSED, APPROVED, AND ADOPTED** this 3<sup>rd</sup> day of August, 2015.

ATTEST:	Joel Fajardo, Mayor
Elena G. Chávez, City Clerk	
STATE OF CALIFORNIA COUNTY OF LOS ANGELES CITY OF SAN FERNANDO	) ) ss )
I HEREBY CERTIFY the regular meeting of the City Council wit:	at the foregoing Resolution was approved and adopted at a l held on the 3 <sup>rd</sup> day of August, 2015, by the following vote to
AYES:	
NOES:	
ABSENT:	
Elena G. Chávez, City Clerk	

EXHIBIT "A"

vchlist		Voucher List	Page:	1
07/30/2015	9:12:50AM	CITY OF SAN FERNANDO		

Bank code :	bank					
oucher/	Date	Vendor	Invoice	PO #	Description/Account	Amoun
110727	8/3/2015	100070 ADVANCED ELECTRONICS INC.	0152261-IN		PTP LINK MONTHLY RENTAL - JULY 201	
					001-420-0000-4260	272.50
					Total :	272.50
110728	8/3/2015	100101 VERIZON WIRELESS-LA	460851202		PD CELL PHONES	
					001-222-0000-4220	120.5
			970459610		VARIOUS CELL PHONES	
					001-310-0000-4220	8.19
					001-105-0000-4220	33.18
					072-360-0000-4220 001-101-0109-4220	22.12 32.36
					001-101-0109-4220 001-101-0111-4220	32.30
					001-101-0111-4220	33.18
					Total :	287.90
110729	8/3/2015	100164 AMERICAN PLANNING ASSOCIATION	144992-1575		ANNUAL SUBSCRIPTION	
110729	6/3/2015	100 164 AMERICAN PLANNING ASSOCIATION	144992-1575		001-150-0000-4380	795.00
					Total :	795.00
110730	8/3/2015	100405 BONANZA CONCRETE, INC.	49319		DRIVEWAY APPROACH-311 ORANGE G	
110700	0/0/2010	100400 BOWNEY CONORCIE, INC.	40010		001-311-0000-4600	1.116.90
					Total:	1,116.90
110731	8/3/2015	100514 CSMFO	NONPO		MEETING ON 06/23/15	
					001-130-0000-4370	40.00
					Total:	40.00
110732	8/3/2015	100532 STATE OF CALIFORNIA, DEPARTMENT OF	JU! 108499		FINGERPRINTING - EMPLOYEE SCREE	
					001-106-0000-4270	160.00
					Total:	160.00
110733	8/3/2015	100562 CALIFORNIA PARK & RECREATION	127560		MEMBERSHIP RENEWAL	
					001-420-0000-4380	145.00
					Total :	145.00
110734	8/3/2015	100805 COOPER HARDWARE INC.	96266		SUPPLIES TO HANG SPECIAL OLYMPIC	

vchlist		Voucher List	Page:	2
07/30/2015	9:12:50AM	CITY OF SAN FERNANDO		

Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
110734	8/3/2015	100805 COOPER HARDWARE INC.	(Continued)			
					001-341-0301-4300	27.85
			96288		KICKPLATE FOR SIDE DOOR @ 120 MA	
			96322		043-390-0000-4300 SUPPLIES TO HANG SPECIAL OLYMPIC	32.13
			90322		001-341-0301-4300	4.82
			96393		SUPPLIES TO HANG SPECIAL OLYMPIC	4.02
					001-341-0301-4300	76.25
			96461		WELL 7A CHECK VALVE INSTALLATION	
					070-384-0000-4320	2.50
					Total :	143.55
110735	8/3/2015	100886 LOS ANGELES DAILY NEWS	0010676126		PUBLICATION OF CDBG RFP	
					001-150-0000-4230	790.75
					Total :	790.75
110736	8/3/2015	100960 DIEDIKER, VIRGINIA	REIMB		REIMB FOR POSTAGE - ACTA ACTIVITY	
		,			004-2359	5.75
			REIMB.		REIMB OF LOPEZ ADOBE PHOTO HANI	
					001-424-0000-4260	21.74
					004-2359	211.96
					Total :	239.45
110737	8/3/2015	100978 DLT SOLUTIONS, LLC	4434972A		AUTOCAD RENEWAL FY2015-16	
					001-135-0000-4260	508.43
					001-310-0000-4260	273.77
					Total:	782.20
110738	8/3/2015	101302 VERIZON	8181811111		MUSIC CHANNEL	
					001-190-0000-4220	46.11
			8181811111		MUSIC CHANNEL	
					001-190-0000-4220	46.11
			8181811114		CITY YARD AUTO DIALER	
			0404044400		070-384-0000-4220	44.85
			8181811126		RADIO REPEATER 001-222-0000-4220	45.56
			8181811126		RADIO REPEATER	40.00

vchlist		Voucher List	Page:	3
07/30/2015	9:12:50AM	CITY OF SAN FERNANDO		
				_

Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO#	Description/Account	Amount
110738	8/3/2015	101302 VERIZON	(Continued)			
					001-222-0000-4220	45.56
			8181811136		RADIO REPEATER	
					001-222-0000-4220	45.56
			8181811136		RADIO REPEATER	
					001-222-0000-4220	45.56
			8181990351		PAC 50 TO SHERRIFFS	
					001-222-0000-4220	515.00
			8183610901		SEWER FLOW MONITOR	
					072-360-0000-4220	53.22
			8183610901		SEWER FLOW MONITOR	
					072-360-0000-4220	52.99
			8183612472		PW PHONE LINES	
					070-384-0000-4220	161.20
			8183613958		CNG STATION	
					001-320-3661-4220	47.00
			8183613958		CNG STATION	
			0400045000		001-320-3661-4220	47.23
			8188315002		PD SPECIAL PROBLEMS 001-222-0000-4220	47.12
			8188381841		ENGINEERING FAX MODEM	47.12
			0100301041		001-310-0000-4220	26.70
			8188381841		ENGINEERING FAX MODEM	20.70
			0100301041		001-310-0000-4220	26.75
			8188981293		CITY YARD MAJOR PHONE LINES	20.73
			0100001200		070-384-0000-4220	657.88
			8188987373		PD EMERGENCY	007.00
			0.0000.0.0		001-222-0000-4220	122.49
					Total :	2,076.89
110739	8/3/2015	101436 HACH COMPANY	9469654		PWD PILLOWS	
110100	0.0.20.0	101100 171011 001111 7411	0.100001		070-384-0301-4300	64.93
					Total :	64.93
110740	8/3/2015	101528 THE HOME DEPOT CRC, ACCT#603532202490	1792448		SHOVELS	
					017-420-1328-4300	459.76
			3033155		REPLACE UPSTAIRS KITCHEN FAUCET	
			3033155			

 vchlist
 Voucher List
 Page:
 4

 07/30/2015
 9:12:50AM
 CITY OF SAN FERNANDO
 4

Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
110740	8/3/2015	101528 THE HOME DEPOT CRC, ACCT#60353	32202490 (Continued)			
					001-320-0221-4400	107.75
			3070063		GRAFFITI ABATEMENT SUPPLIES	
					001-152-0000-4300	260.75
			3072804		VENTS FOR RESTROOM & DOOR REPA	
					043-390-0000-4300	70.50
			3716576		TV WALL MOUNT	
					070-384-0000-4300	118.81
			5204973		CLEAN-OUT SHOVEL RETURNED	
					011-311-7510-4300	-29.63
			5204974		CLEAN-OUT SHOVEL	
					011-311-7510-4300	31.17
			5281014		WEED ABATEMENT - SF MALL PLANTE	
					001-341-0000-4320	340.93
			71973		SALT TANK PIPING	
					070-384-0000-4320	79.92
			8024742		ROTARY HAMMER, BITS & CHISEL	200.46
			8840265		070-383-0000-4340 CREDIT ISSUED FOR CHAINSAW NOT I	262.19
			8640205		001-390-0410-4340	-326.99
					001-390-0410-4340 Total :	
					Iotai :	1,375.16
110741	8/3/2015	101586 ICRMA	2016-0019		2015/2016 PREMIUMS	
					006-190-0000-4240	254,348.00
					006-190-0000-4830	116,782.00
					006-190-0000-4240	8,648.00
					006-190-0000-4830	340,542.00
					006-190-0000-4240	3,030.00
					Total :	723,350.00
110742	8/3/2015	101599 IMAGE 2000 CORPORATION	VN464573		TONERS FOR ADMIN COPIER FREIGHT	
					001-190-0000-4300	21.00
					Total:	21.00
110743	8/3/2015	101647 INTERSTATE BATTERY	30063528		BATTERY FOR TRUCK - PW3241	
1107-40	0/0/2010	101047 INTEROTALE BALLERY	30303320		041-320-0000-4400	91.93
					020 0000 1.00	31.30

3

vchlist		Voucher List	Page:	5
07/30/2015	9:12:50AM	CITY OF SAN FERNANDO		

oucher	Date	Vendor	Invoice	PO #	Description/Account	Amour
110743	8/3/2015	101647 101647 INTERSTATE BATTERY	(Continued)		Total:	91.9
110744	8/3/2015	101666 DE LAGE LANDEN FINANCIAL SERVS	46246198		JULY LEASE PAYMENT - VARIOUS COP	
					001-135-0000-4260	443.6
					103-420-0000-4260	101.3
					104-420-0000-4260	101.3
					070-381-0000-4290	146.7
					001-135-0000-4260	405.4
					Total :	1,198.5
110745	8/3/2015	101672 HANCHETT, NICHOLE	TRAVEL		MANDATORY STC ANNUAL TRAINING -	
					001-225-3688-4360	120.0
					Total:	120.0
110746	8/3/2015	101848 LANGUAGE LINE SERVICES	3619975		TRANSLATION SERVICES	
					001-222-0000-4260	3.6
					Total:	3.6
110747	8/3/2015	101852 LARRY & JOE'S PLUMBING	2645493-0001-02		MAT'LS TO REPAIR VANDILIZED SINK @	
					001-390-0410-4300	29.1
			2648201-0001-02		MAT'LS FOR KITCHEN SINK REPAIR @	
					043-390-0000-4300	47.2
			2648255-0001-02		MAT'LS FOR SINK REPAIR @ REC PARI	
					043-390-0000-4300	19.1
			2648540-0001-02		WASTE TANK PIPING	
					070-384-0000-4320	59.8
					Total :	155.3
110748	8/3/2015	101863 LAWRENCE R. MOSS & ASSOCIATES	92574		LANDSCAPE ARCHITECTURAL DESIGN	
				11207	011-311-0000-4600	5,000.0
					Total :	5,000.0
110749	8/3/2015	101920 LIEBERT CASSIDY WHITMORE	1407017		LEGAL SEERVICES	
					001-112-0000-4270	535.5
			1407018		LEGAL SERVICES	
			1107010		001-112-0000-4270	102.0
			1407019		LEGAL SERVICES	152.0
					001-112-0000-4270	153.0

vchlist		Voucher List	Page:	6
07/30/2015	9:12:50AM	CITY OF SAN FERNANDO		

Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
110749	8/3/2015	101920 101920 LIEBERT CASSIDY WHITMORE	(Continued)		Total:	790.50
110750	8/3/2015	101957 CITY OF LOS ANGELES	38SF160000001		FIRE SERVICES - JULY 2015 001-500-0000-4260 Total :	227,726.75 <b>227,726.75</b>
110751	8/3/2015	101971 L.A. MUNICIPAL SERVICES	0047501000 4947501000 5007501000 5947501000 6577501000 6947501000 7577501000 7947501000		ELECTRIC - 13003 BORDEN  070-384-0000-4210  WATER - 12900 DRONFIELD  070-384-0000-4210  ELECTRIC - 13655 FOOTHILL  070-384-0000-4210  ELECTRIC - 12900 DRONFIELD  070-384-0000-4210  ELECTRIC - 14060 SAYRE  070-384-0000-4210  WATER - 13180 DRONFIELD  070-384-0000-4210  WATER - 14060 SAYRE  070-384-0000-4210  WATER - 14060 SAYRE  070-384-0000-4210  ELECTRIC - 13186 DRONFIELD  070-384-0000-4210  Foral - 15186 DRONFIELD  170-384-0000-4210  Total :	788.97 125.25 178.17 5,761.71 13,472.45 5.02 127.89 79.06 20,538.52
110752	8/3/2015	101974 LOS ANGELES COUNTY	JUNE 2015		DEPT OF ANIMAL CARE & CONTROL FE 001-190-0000-4260	5,752.41 <b>5,752.41</b>
110753	8/3/2015	101982 COUNTY OF LOS ANGELES	FY 2015-2016		ALLOCATION OF LAFCO OPERATING C 001-130-0000-4270 Total :	921.97 <b>921.97</b>
110754	8/3/2015	102007 L.A. COUNTY SHERIFFS DEPT.	155125SS		INMATE MEAL PROGRAM - JUNE 2015 001-225-0000-4350 Total :	718.30 <b>718.30</b>
110755	8/3/2015	102226 MISSION LINEN & UNIFORM	500483926		LAUNDRY 001-225-0000-4350	152.71

vchlist		Voucher List	Page:	7
07/30/2015	9:12:50AM	CITY OF SAN FERNANDO		
				—

ank code :	bank					
oucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
10755	8/3/2015	102226 MISSION LINEN & UNIFORM	(Continued)			
			500512886		LAUNDRY	
					001-225-0000-4350	115.4
			500531867		LAUNDRY	
					001-225-0000-4350	86.6
			500556731		LAUNDRY	
					001-225-0000-4350	115.4
					Total :	470.2
10756	8/3/2015	102311 NATIONAL ASSOCIATION OF LATINO	12486		FY15-16 MEMBERSHIP - FAJARDO	
					001-101-0103-4380	100.0
					Total :	100.0
10757	8/3/2015	102349 NATIONAL NOTARY ASSOCIATION	NNA#15385661		ANNUAL MEMBERSHIP	
					001-115-0000-4360	92.0
					Total:	92.0
10758	8/3/2015	102403 NOW IMAGE PRINTING	5152		#10 WINDOW WATER ENVELOPES	
					070-382-0000-4300	169.7
					072-360-0000-4300	169.7
			5155		SPAY & NEUTER VOUCHERS	
					001-150-0000-4270	51.8
			5156		GARAGE SALE PERMITS	
					001-152-0000-4300	133.9
					Total:	525.1
10759	8/3/2015	102423 OCCU-MED, INC.	615901		PRE-EMPLOYMENT PHYSICALS	
					001-106-0000-4270	1,477.00
					Total:	1,477.0
10760	8/3/2015	102432 OFFICE DEPOT	1803897693		TONER, PENS, MARKERS	
					017-420-1399-4300	297.5
			1803897696		RUBBERBANDS, INDEX CARDS, ETC	
					017-420-1399-4300	35.6
			772573242001		SIGN HOLDERS, POST IT NOTES, 5-TAI	
					001-423-0000-4300	43.8
			772574435001		POST ITS, NOTE PADS, HIGHLIGHTERS	

07/30/2015	9:12:50AI	М	Voucher List CITY OF SAN FERNA			Page: 8
Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
110760	8/3/2015	102432 OFFICE DEPOT	(Continued)			
					001-423-0000-4300	119.57
			772574436001		UTILITY TRAYS	
					001-423-0000-4300	8.3
			772574437001		MONITOR	
					001-423-0000-4300	285.13
			773929332001		PAPER	100.11
			777504260004		001-423-0000-4300 PAPER	123.15
			777591360001		001-422-0000-4300	205.26
			778222393001		FOLDING TABLES W/DOLLY	200.20
			770222330001		001-422-0000-4300	273.74
			778222394001		CHAIRS	
					001-422-0000-4300	175.18
			778223438001		VARIOUS OFFICE SUPPLIES	
					017-420-1337-4300	263.11
					001-423-0000-4300	154.05
			778223439001		RECEIPT BOOKS, DRY ERASE MARKEI	
					017-420-1337-4300	101.13
			778223441001		DOORSTOP	
					001-423-0000-4300	8.21
			778676363001		COPY PAPER, REPORT COVERS & STA	298.90
			779486415001		001-222-0000-4300 CLAMPS	290.90
			779480413001		001-222-0000-4300	23.52
			779486485001		CORRECTION TAPE, BINDER CLIPS, IN	20.02
			770100100001		001-222-0000-4300	248.15
			779518799001		CORRECTION TAPE, WHITE BOARD, PI	
					001-310-0000-4300	114.98
			779519011001		BUSINESS CARD HOLDER	
					001-310-0000-4300	8.64
			779678739001		HP INK	
					001-222-0000-4300	64.56
					Total:	2,852.66
110761	8/3/2015	102530 AT & T	818-270-2203		ISDN LINE/LASN NETWORK	
					001-222-0000-4220	107.00

Voucher List

vchlist

110767

110768

8/3/2015 103029 SAN FERNANDO, CITY OF

8/3/2015 103057 SAN FERNANDO VALLEY SUN

07/30/2015	9:12:50A	М	CITY OF SAN FERNAM	NDO		
Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
110761	8/3/2015	102530 102530 AT & T	(Continued)		Total :	107.00
110762	8/3/2015	102666 PREFERRED DELIVERY SYSTEMS INC	549-122		COURIER SERVICE 001-222-0000-4260 Total :	206.00 <b>206.00</b>
110763	8/3/2015	102779 RAMIREZ, THOMAS	JULY 2015		KARATE INSTRUCTOR 017-420-1326-4260 Total :	540.00 <b>540.00</b>
110764	8/3/2015	102782 RAMIREZ, JOSE A.	062715		SENIOR LP CLUB - MUSIC FOR AUG D. 004-2380 Total :	950.00 <b>950.00</b>
110765	8/3/2015	102930 ROYAL WHOLESALE ELECTRIC	8901-715303		BALLAST REPLACEMENT, 200W STREE 027-344-0301-4300 Total :	114.45 <b>114.45</b>
110766	8/3/2015	103010 SAM'S CLUB DIRECT, #0402465855179	1097		DAYCAMP FIELD TRIP SUPPLIES 017-420-1399-4300	254.59
			2486		CUPS, UTENSILS, BATTERIES, ETC 001-222-0000-4300	129.43
			5618		SENIOR EXPO PICTURES DEVELOPED 004-2346	
			6934		PHOTO PRINTING	67.45
			6993		017-420-1399-4300 PHOTO PRINTING	78.64
			9215		017-420-1399-4300 COOKIES	2.61
					017-420-1399-4300 <b>Total</b> :	41.92 <b>574.64</b>

15840-15887

9315

Page: 9

20,049.94 **20,049.94** 

393.76

Total :

REIMBURSEMENT TO WORKERS COM

PUBLICATION OF CDBG RFP 001-150-0000-4230

006-1035

vchlist 07/30/2015	9:12:50A	М	Voucher List CITY OF SAN FERNANDO	)		Page: 10
Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
110768	8/3/2015	103057 103057 SAN FERNANDO VALLEY SUN	(Continued)		Total :	393.76
110769	8/3/2015	103126 SERVPRO	4518117		CLEAN UP OF LOBBY ENTRANCE @ LF	
					001-390-0460-4330	700.00
					Total :	700.00
110770	8/3/2015	103184 SMART & FINAL	127096		DAYCAMP WEEKLY SUPPLIES	
					017-420-1399-4300	101.93
			131710		ENP SUPPLIES	
					115-422-3750-4300	7.08
					017-420-1399-4300	227.60
			132359		ITEMS FOR INMATE MEALS	
					001-225-0000-4350	71.78
			135801		SUPPLIES FOR WEEKLY SCIENCE ACT	
			171461		017-420-1399-4300 ENP COFFEE SUPPLIES	44.87
			17 140 1		115-422-3750-4300	69.54
			173926		ENP SUPPLIES	09.54
			173920		115-422-3750-4300	111.12
					004-2346	6.48
					Total :	640.40
110771	8/3/2015	103202 SOUTHERN CALIFORNIA EDISON CO.	2-02-682-6982		ELECTRIC - 910 1ST	
					001-222-0000-4210	8,827.30
			2210823241		ELECTRIC - VARIOUS LOCATIONS	
					001-341-0000-4210	50.8
					001-371-0000-4210	36,184.51
					001-390-0000-4210	6,079.90
					001-390-0450-4210	56.28
					001-390-0470-4210	196.18
					001-420-0000-4210	3,516.84
					027-344-0000-4210 029-335-0000-4210	8,000.79 4,252.29
					070-384-0000-4210	1,862.85
					072-360-0000-4210	2,495.99
			2337465215		ELECTRIC - 190 PARK	2,455.55
					027-344-0000-4210	683.23

 vchlist
 Voucher List
 Page:
 11

 07/30/2015
 9:12:50AM
 CITY OF SAN FERNANDO
 11

Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
110771	8/3/2015	103202 103202 SOUTHERN CALIFORNIA EDIS	SON CO. (Continued)		Total :	72,206.97
110772	8/3/2015	103202 SOUTHERN CALIFORNIA EDISON CO.	CUST #10206295		DOC#7590007835 - CITY OWNED STRE	
					043-390-0000-4210	10,000.00
					Total:	10,000.00
110773	8/3/2015	103205 THE GAS COMPANY	02132069002		GAS - 300 PARK	
					001-430-0000-4210	1,336.56
			09062064002		GAS - 120 MACNEIL	
					070-381-0000-4210	6.21
					072-360-0000-4210	6.21
					001-390-0450-4210 Total :	12.43 <b>1.361.41</b>
					Total :	1,361.41
110774	8/3/2015	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9753		NATURAL GAS FOR CNG STATION	
					001-320-3661-4402	3,307.18
					Total :	3,307.18
110775	8/3/2015	103439 UPS	831954275		COURIER SERVICE	
					001-190-0000-4280	182.10
					Total:	182.10
110776	8/3/2015	103444 ULTRA GREENS, INC	55611		COMPOST FOR PLANTERS	
					011-311-7510-4300	43.60
			55616		COMPOST FOR PLANTERS	
					011-311-7510-4300	43.60
			55659		PLANTS FOR N MACLAY STREETSCAP	
					011-311-7510-4300	28.34
					Total :	115.54
110777	8/3/2015	103510 V & V MANUFACTURING, INC.	41364		RETIRED BADGE W/CASE	
					001-222-0000-4300	99.32
					Total:	99.32
110778	8/3/2015	103534 VALLEY LOCKSMITH	2845		VANDALISM REPAIR-WELL 2A GATGE [	
					070-384-0000-4330	151.50
					Total :	151.50

vchlist Voucher List 12 Page: CITY OF SAN FERNANDO 07/30/2015 9:12:50AM Bank code : bank Voucher Date Vendor Invoice PO # Description/Account Amount 8/3/2015 103619 CARL WARREN & CO. 110779 LEGAL FEES 1693146 006-190-0000-4800 750.00 1693147 LEGAL SERVICES 006-190-0000-4800 750.00 1,500.00 Total : 110780 8/3/2015 103661 WEST-LITE SUPPLY CO., INC. 39339C PD LIGHTS 043-390-0000-4300 496.56 Total : 496.56 110781 8/3/2015 103688 WIL-POWER BATTERY DIST. 172169 BATTERIES FOR JUMPER 041-320-0000-4320 91.76 110782 8/3/2015 103716 WORKBOOT WAREHOUSE SAFETY BOOTS 1-18443 041-320-0000-4310 165.79 4-13016 SAFETY BOOTS 070-383-0000-4310 168.95 334.74 CABLE SERVICES - 07/18/15-08/17/15 110783 8/3/2015 103903 TIME WARNER CABLE 8448200540010369 001-222-0000-4260 191.03 CABLE - 07/13/15-08/12/15 001-420-0000-4260 8448200540028882 177.66 8448200540196309 INTERNET SERVICES - 07/23-08/22 001-190-0000-4220 1.100.00 8448200540222204 CABLE SERVICE 06/29/15-07/28 043-390-0000-4260 CABLE - 07/29/15-08/28/15 299 67 8448200540222204 043-390-0000-4260 90.20 1,858.56 Total: 110784 8/3/2015 887603 R. F. ERECTION COMPANY 15-473 BI-ANNUAL WHEELCHAIR LIFT MAINT ( 043-390-0000-4260 450.00 Total : 450.00 110785 8/3/2015 887646 PLUMBERS DEPOT INC PD-28518 HOSE & HYDRANT WRENCH

11

rchlist 07/30/2015	9:12:50A	м	Voucher List CITY OF SAN FERN			Page:	1
Bank code :	bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account		Amou
110785	8/3/2015	887646 PLUMBERS DEPOT INC	(Continued)				
			PD-28595		072-360-0301-4300 SEWER MANHOLE HOOKS		544.0
			1 5 20000		072-360-0301-4300		421.7
					Total :		965.8
110786	8/3/2015	887895 MEJIA, OSCAR	1		DJ SERVICES FOR FAMILY NIGHT		
					017-420-1399-4300 Total :		75.0
							75.0
110787	8/3/2015	888076 TRUJILLO GRADING & PAVING CO.	62001		TRENCH REPAIR - 500 SF MISSION 070-383-0000-4260		450.0
					Total :		450.0
110788	8/3/2015	888241 UNITED SITE SERVICES OF CAINC	114-3080303		PORTABLE TOILET RENTAL @ LAYNE F		
					043-390-0000-4260		379.2
					Total :		379.2
110789	8/3/2015	888264 MISSION VALLEY SANITATION	124965		PORTABLE TOILET RENTAL @ 12900 D		100.0
					043-390-0000-4260 <b>Total</b> :		136.9 <b>136.9</b>
110790	8/3/2015	888391 VALLEY LOCK & KEY MOBILE	2764		RE-KEY DOORS @ REC PARK		
		OCCUPATION OF THE PROPERTY OF	2.01		001-423-0000-4260		492.6
					Total :		492.6
110791	8/3/2015	888442 WESTERN EXTERMINATOR COMPANY	3280071		PEST CONTROL @ RUDY ORTEGA PAR		
			3303166		001-390-7500-4260 SKUNK REMOVAL		51.0
					001-390-0450-4320		200.0
			3313883		PEST CONTROL @ LP PARK 001-390-0460-4260		50.0
			3313884		PEST CONTROL @ CITY HALL		
			3313885		001-390-0310-4260 PEST CONTROL @ REC PARK		79.5
			0010000		001-390-0410-4260		72.5
					Total :		453.0

vchlist 07/30/2015	9:12:50A	М	Voucher List CITY OF SAN FERNAN	DO		Page:
Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoi
110792	8/3/2015	888468 MAJOR METROPOLITAN SECURITY	1072179		ALARM MONITORING - AUG 2015	
					043-390-0000-4260	15
			1072180		ALARM MONITORING - AUG 2015	
					070-381-0450-4260	15
			1072181		ALARM MONITORING - AUG 2015	
					043-390-0000-4260	15.
			1072182		ALARM MONITORING - AUG 2015	
					043-390-0000-4260	15
			1072183		ALARM MONITORING - AUG 2015	
					043-390-0000-4260	15
			1072184		ALARM MONITORING - AUG 2015	
					043-390-0000-4260	15
			1072185		ALARM MONITORING - AUG 2015	45
			1070100		043-390-0000-4260	15
			1072186		ALARM MONITORING - AUG 2015 043-390-0000-4260	15.
			1072187		ALARM MONITORING - AUG 2015	15.
			1072187		043-390-0000-4260	15.
			1072188		ALARM MONITORING - AUG 2015	15
			1072100		043-390-0000-4260	15.
			1072189		ALARM MONITORING - AUG 2015	15.
			1072103		043-390-0000-4260	15.
			1072190		ALARM MONITORING - AUG 2015	
			1012100		070-384-0000-4260	23.
			1072191		ALARM MONITORING - AUG 2015	
					070-384-0000-4260	23
			1072192		ALARM MONITORING - AUG 2015	
					070-384-0000-4260	23
					Total :	234
110793	8/3/2015	888485 YO FIRE SUPPLIES	172448		HUBBARD BOOSTER PUMP #1 MOTOR	
					070-384-0000-4320	2,077
					Total :	
110794	8/3/2015	888577 ESRI INC.	93006973		ANNUAL SOFTWARE MAINTENANCE	
					001-135-0000-4260	3,142
110794	8/3/2015	888577 ESRI INC.	93006973			

13

 vchlist
 Voucher List
 Page:
 15

 07/30/2015
 9:12:50AM
 CITY OF SAN FERNANDO
 5

Bank code :	bank					
oucher/	Date	Vendor	Invoice	PO #	Description/Account	Amoun
110794	8/3/2015	888577 ESRI INC.	(Continued)		Total:	3,142.5
110795	8/3/2015	888629 SPARKLETTS	14101253071215		DRINKING WATER	
					001-222-0000-4300	136.3
					Total :	136.3
110796	8/3/2015	888800 BUSINESS CARD	032615		CREDIT FOR RETURNED TICKETS - DA	
					004-2391	-595.0
			070815		ADULT RECREATION PROG ADVERTIS	
					017-420-1328-4300	89.9
			071315		CERTIFICATE JACKETS	
					001-101-0000-4300	223.3
			071315		WEB HOSTING - JULY 2015	
					001-135-0000-4260	169.0
			071415		PRINTER	
					001-105-0000-4300	188.9
			071415-1		ICA CONFERENCE LODGING	
					001-101-0109-4370	497.3
			071415-2		ICA CONFERENCE LODGING	
					001-101-0111-4370	463.4
			071515		DAY CAMP FIELD TRIP	
					017-420-1399-4300	7,648.0
			071615		CONDOLENCE ARRANGEMENT	
					001-101-0000-4300	109.0
			71415-1		TRANSPORTATION SERVICES ON 06/3	
					007-440-0443-4260	1,609.2
			71415-2		TRANSPORTATION SERVICES ON 06/0!	
					007-440-0443-4260	899.5
			71415-3		TRANSPORTATION SERVICES ON 06/2	
					007-440-0443-4260	903.5
					Total :	12,206.3
110797	8/3/2015	889118 LDI COLOR TOOLBOX	1012079		COPIER MAINT & MONTHLY COPIES	
					001-222-0000-4260	276.8
					Total :	276.8
110798	8/3/2015	889328 FIRST TRANSIT, INC.	11115067		MCT - JUNE 2015	

vchlist		Voucher List	Page:	16
07/30/2015	9:12:50AM	CITY OF SAN FERNANDO		

Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
110798	8/3/2015	889328 FIRST TRANSIT, INC.	(Continued)			
					007-440-0442-4260	22,575.28
					008-310-0000-4260	18,648.90
					Total :	41,224.18
110799	8/3/2015	889532 GILMORE, REVA A.	07/11/15-07/24/15		FOOD SERVICE MANAGER	
					115-422-3750-4270	552.50
					115-422-3752-4270	78.00
					Total :	630.50
110800	8/3/2015	889533 MARTINEZ, ANITA	07/11/15-07/24/15		FOOD SERVICE INTAKE CLERK-C1	
					115-422-3750-4270	180.00
					Total :	180.00
110801	8/3/2015	889535 GOMEZ, GILBERT	07/11/15 - 07/24/15		HDM DRIVER	
					115-422-3752-4270	180.00
					115-422-3752-4390	52.00
					Total :	232.00
110802	8/3/2015	889611 MORRISON MANAGEMENT SPECIALIST	18845201563001		LP SENIOR MEALS - JUNE 2015	
					115-422-3750-4260	4,882.50
					115-422-3752-4260	2,736.00
					Total :	7,618.50
110803	8/3/2015	889627 VERIZON CONFERENCING	Z5488742		CONFERENCE CALLS - JUNE 2015	
					001-190-0000-4220	5.60
					Total :	5.60
110804	8/3/2015	889644 VERIZON BUSINESS	07292150		CITY HALL LONG DISTANCE	
					001-190-0000-4220	55.33
			07292151		CITY YARD LONG DISTANCE	
					070-384-0000-4220	76.19
			07292152		CITY HALL LONG DISTANCE & INTRAL <sup>a</sup>	
					001-190-0000-4220	290.94
			07292153		POLICE LONG DISTANCE	
			07000454		001-222-0000-4220	391.63
			07292154		CITY YARD LONG DISTANCE	

Page:

15

vchlist		Voucher List	Page:	17
07/30/2015	9:12:50AM	CITY OF SAN FERNANDO		

Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
110804	8/3/2015	889644 VERIZON BUSINESS	(Continued)			
					070-384-0000-4220	9.66
			07292155		PARK LONG DISTANCE	
					001-420-0000-4220	149.61
			07292704		ENGINEERING LONG DISTANCE	
					001-310-0000-4220	4.83
			07292713		CITY YARD LONG DISTANCE	
					070-384-0000-4220	4.83
			07292717		CITY HALL PHONE LINES	
					001-190-0000-4220	55.07
			07292718		POLICE LONG DISTANCE	4.07
			07000740		001-222-0000-4220	4.87
			07292719		PARK LONG DISTANCE	4.00
			07292723		001-420-0000-4220 CITY HALL LONG DISTANCE	4.92
			0/292/23		001-190-0000-4220	0.70
					Total :	1,048.58
110805	8/3/2015	889681 VILLALPANDO, MARIA	07/11/15 - 07/24/15		FOOD SERVICE WORKER	
					115-422-3750-4270	225.00
					115-422-3752-4270	45.00
					Total :	270.00
110806	8/3/2015	890004 PACIFIC TELEMANAGEMENT SERVICE	762327		PD PAY PHONE - 08/01/15-08/31/15	
					001-190-0000-4220	62.64
					Total :	62.64
110807	8/3/2015	890095 O'REILLY AUTO PARTS	4605-147908		ROOF VENTS - PD5744	
					001-320-0226-4400	69.80
			4605-148925		BULBS	
					001-320-0301-4300	6.22
			4605-150344		DOOR HANDLES - PK9826	
					041-320-0390-4400	18.80
			4605-150414		BULBS RETURNED	
					001-320-0301-4300	-6.22
			4605-150539		TENSIONER	
					041-320-0000-4300	36.40
						Page: 17

vchlist		Voucher List	Page:	18
07/30/2015	9:12:50AM	CITY OF SAN FERNANDO		

Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
110807	8/3/2015	890095 O'REILLY AUTO PARTS	(Continued)			
			4605-150548		TENSIONER RETURNED 041-320-0000-4300	-36.4
			4605-150552		MICRO-V BELT	
			7605-150568		041-320-0000-4300 MICRO-V BELT RETURNED	30.07
			7000-100000		041-320-0000-4300	-30.07
					Total :	88.60
110808	8/3/2015	890354 HERNANDEZ, MARIA	2000182.001		YOUTH BASKETBALL REFUND	
					017-3770-1328	80.00
					Total :	80.00
110809	8/3/2015	890411 ARC DOCUMENT SOLUTIONS, LLC	8169718		COPIES OF "AS BUILT FOR SRTS"	40.00
					001-310-0000-4300 Total :	43.26 <b>43.2</b> 6
110810	8/3/2015	890553 SMART SOURCE OF CALIFORNIA LLC	1361418			
110010	6/3/2013	890553 SMART SOURCE OF CALIFORNIA LLC	1301416		AP CHECK STOCK 001-130-0000-4300	2,309.01
					Total :	2,309.01
110811	8/3/2015	890833 THOMSON REUTERS	832072781		LA CLEAR - INVEST TOOL	
					001-224-0000-4270	165.96
					Total :	165.96
110812	8/3/2015	890879 EUROFINS EATON ANALYTICAL, INC	L0220556		WATER ANALYSIS FOLDERS	
			L0220558		070-384-0000-4260 WATER ANALYSIS FOLDERS	139.60
					070-384-0000-4260	139.60
			L0220930		WATER ANALYSIS FOLDERS 070-384-0000-4260	164.00
			L0220933		WATER ANALYSIS FOLDERS	104.00
			1.0000004		070-384-0000-4260	139.60
			L0220934		WATER ANALYSIS FOLDERS 070-384-0000-4260	24.00
			L0221440		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	-129.20

110813

110814

110815

8/3/2015 891270 SARGSYAN, NAREH

8/3/2015 891329 MIKE'S TIRE MAN INC

8/3/2015 891377 REYES, JOSE

vchlist 07/30/2015	9:12:50AM		Voucher List CITY OF SAN FERNANDO			Page:	19
Bank code :	bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account		Amount
110812	8/3/2015	890879 EUROFINS EATON ANALYTICAL, INC	(Continued) L0221966 L0222569 L0223098		WATER ANALYSIS FOLDERS 070-384-0000-4260 WATER ANALYSIS FOLDERS 070-384-0000-4260 WATER ANALYSIS FOLDERS		164.00 164.00
			L0223102		070-384-0000-4260 WATER ANALYSIS FOLDER 070-384-0000-4260		139.60 139.60
			L0223108 L0223263		WATER ANALYSIS FOLDER 070-384-0000-4260 WATER ANALYSIS FOLDER 070-384-0000-4260		24.00
					То	tal :	1,272.80

JUNE 2015

0037620

07/11/15 - 07/24/15

PILATES INSTRUCTOR 017-420-1337-4260

TIRES FOR FLEET 001-1215

HDM DRIVER 115-422-3752-4270 115-422-3752-4390

8/3/2015 891391 DIVISION OF THE DSA786-2015 2ND QRTR 2015 2ND QRTR APR-JUNE 2015 110816 001-2247 84.60 110817 8/3/2015 891442 ALEX AUTO DETAILING 0053 AUTO DETAILING 001-222-0000-4320 260.00 260.00 110818 8/3/2015 891531 WILLDAN ENGINEERING 00319558 AS NEEDED ENGINEERING SERVICES

vchlist Voucher List 20 Page: CITY OF SAN FERNANDO 07/30/2015 9:12:50AM Bank code : bank

Voucher	Date	Vendor	Invoice	PO#	Description/Account	Amount
110818	8/3/2015	891531 WILLDAN ENGINEERING	(Continued)			
			(		001-320-3661-4260	1,215.00
			00319578		ENHANCED WATERSHED MANAGEMEI	
				11106	001-310-0000-4270	4,200.00
			00319673	44400	AS NEEDED ENGINEERING SERVICES	0.000.50
				11129	001-320-3661-4260 Total :	2,902.50 <b>8,317.50</b>
					iotai .	0,317.30
110819	8/3/2015	891569 ARCADIS U.S., INC	0729765		SCADA ENGINEERING IMPROVEMENT:	
				11188	070-384-0000-4500	17,100.00
					Total :	17,100.00
110820	8/3/2015	891575 TAPIA, ANDREW	JUNE 2015		BODY SCULPTING INSTRUCTOR	
		,			017-420-1337-4260	60.00
					Total :	60.00
110821	8/3/2015	891587 ABLE MAILING INC.	22498		FULFILLMENT; FOLD TWO PCS, INSER	
		or root / ribee in memory into:	22 100	11238	070-382-0000-4300	135.16
				11238	072-360-0000-4300	135.16
					Total :	270.32
110822	8/3/2015	891622 FARMER BROTHERS	61918408		BREAK ROOM SUPPLIES	
					001-222-0000-4300	137.99
					Total :	137.99
110823	8/3/2015	891711 CHIEF LAW ENFORCEMENT SUPPLY	319365		LITHIUM BATTERIES	
110020	0/0/2010	SOUTH STILL BUT EM STOCKETT SOUTE	0.0000		001-222-0000-4300	352.99
					Total :	352.99
110824	8/3/2015	891738 KNIGHT COMMUNICATIONS INC	2010528		INFORMATION TECHNOLOGY MANAGE	
	0/0/2010		2010020	11249	001-135-0000-4260	10,000.00
					Total :	10,000.00
110825	8/3/2015	891766 RODRIGUEZ, PATRICIA	JUNE 2015		LATIN JAM WORKOUT INSTRUCTOR	
		SOTTO TOBINOSEE, TANTOSA	00112 2010		017-420-1337-4260	80.00
					Total:	80.00
110826	8/3/2015	891767 CHAVEZ, ELIZABETH	JUNE 2015		ZUMBA INSTRUCTOR	
110020	0/3/2015	091/0/ CHAVEZ, ELIZABETH	JUINE 2015		ZUIVIDA INSTRUCTUR	

60.00

60.00

307.38

307.38

180.00 57.20 237.20

19

Page:

Total:

Total:

rchlist 07/30/2015	9:12:50A	м	Voucher List CITY OF SAN FERNANDO			Page: 2
Bank code :	bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amour
110826	8/3/2015	891767 CHAVEZ, ELIZABETH	(Continued)			
					017-420-1337-4260	250.0
					Total :	250.0
110827	8/3/2015	891777 IRRIGATION EXPRESS	15020050-00		MAT'LS FOR IRRIG REPAIR @ LOPEZ H	
					043-390-0000-4300	48.3
			15020359-00		MATL'S FOR IRRIG REPAIR @ LP PARK	
					043-390-0000-4300	218.0
			15020381-00		MAT'LS FOR IRRIG REPAIR @ LOPEZ H	
					043-390-0000-4300	48.3
			15020794-00		SALT TANK PIPING	
					070-384-0000-4320	463.0
			15021086-00		SALT TANK PIPING	
					070-384-0000-4320	22.4
			15021144-00		SALT TANK PIPING	
					070-384-0000-4320	93.5
			15021146-00		BRINE WASTE TANK CONNECTION	
					070-384-0000-4320	67.4
			15021158-00		MAT'LS FOR IRRIG REPAIR @ REC PAF	
					043-390-0000-4300	252.2
			15021280-00		SALT TANK PIPING	
					070-384-0000-4320	85.2
					Total:	1,298.6
110828	8/3/2015	891796 BATTERY SYSTEMS INC	3194628		BATTERIES	
					041-320-0000-4300	21.8
					Total:	21.8
110829	8/3/2015	891836 OLIVAREZ MADRUGA, LLP	12948		LEGAL SERVICES	
110025	0/3/2013	691630 OLIVAREZ WADROGA, ELF	12940		001-110-0000-4270	20.906.0
						20,906.0
					Total :	20,906.0
110830	8/3/2015	891849 SHI INTERNATIONAL CORP	B03617697		PW - TAX DUE ON OPTIPLEX 3020 MICI	
					070-383-0000-4300	64.5
			CR-190660		DELL OPTIPPLEX 3020 MICRO TOWER	
					001-370-0000-4300	-109.5
					043-390-0000-4300	-109.5
						Page: 2

chlist 7/30/2015	9:12:50AM CITY OF SAN FERNANDO					Page:
Bank code :	bank					
oucher/	Date	Vendor	Invoice	PO #	Description/Account	Amou
110830	8/3/2015	891849 SHI INTERNATIONAL CORP	(Continued)			
			S36293345		041-320-0000-4300 070-383-0000-4300 DELL OPTIPLEX 3020 SFF	-109. -234.
					001-370-0000-4300 043-390-0000-4300	125. 125.
					041-320-0000-4300	125.
					070-383-0000-4300 <b>Total</b> :	267. <b>144</b> .
110831	8/3/2015	891853 PARTIES, PETALS & PAPER	127		CONSULTING SERVICES - HEALTHY SA	
		,			017-420-1395-4260	1,000.
					Total :	1,000.
110832	8/3/2015	891860 CARL WARREN & COMPANY	NONPO		INCREASE FUNDING OF TRUST ACCT 006-1037	20,000.
					Total :	20,000.
110833	8/3/2015	891885 GANIR-MARTINEZ, ARLENE	JUNE 2015		YOGA INSTRUCTOR 017-420-1337-4260	60.
					Total :	
110834	8/3/2015	891889 L.A. FLYER, INC.	10912		DISTRIBUTION OF TOD FLYERS	
					001-150-0000-4300	2,108.
					Total :	2,108.
110835	8/3/2015	891897 MARTENSON ROOFING	0602	11222	NEW ROOF FOR 60 JESSIE STREET (M 070-384-0000-4600	7,900.
				11222	Total :	
110836	8/3/2015	891903 POLA, ALICIA	071015		MMAP ASSISTANT	
					109-424-3638-4260 Total :	637. <b>637</b> .
110027	0/2/2045	andore of hybrid down	IIINE 0045			037.
110837	8/3/2015	891905 OLIMPIO, SONIA	JUNE 2015		ZUMBA INSTRUCTOR 017-420-1337-4260	60.
					Total :	

vchlist 07/30/2015	9:12:50A	м	Voucher List CITY OF SAN FERNA	ANDO		Page:	23
Bank code :	bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account		Amount
110838	8/3/2015	891912 REPUBLIC SERVICES #902	0902-005495873		CODE ENFORCEMENT CASE-547 N LA: 001-152-0000-4260 Total :		94.84 <b>94.84</b>
110839	8/3/2015	891926 IMPACT BASKETBALL INC.	072815	11248	IMPACT BASKETBALL 017-420-1328-4300 Total :		5,880.00 <b>5,880.00</b>
110840	8/3/2015	891935 MMASC	062315		ANNUAL MEMBERSHIP DUES 001-310-0000-4380 Total :		75.00 <b>75.00</b>
110841	8/3/2015	891936 RORDIGUES, REBECCA	2000181.001		AZTEC DANCE REFUND 017-3770-1364 Total :		30.00 <b>30.00</b>
110842	8/3/2015	891937 HERNANDEZ, JOSE	095223 589914		REFUND OF SENIOR TRIP - CANCELLA 004-2384 REFUND OF SENIOR TRIP - CANCELLA		260.00
			757210		004-2384  REFUND OF SENIOR TRIP - CANCELLA 004-2384		100.00 210.00
					Total :		570.00
110843	8/3/2015	891938 UNIFIED NUTRIMEALS	1113		HDM EMERGENCY MEALS (ENP) 115-422-3752-4260 Total :		913.50 <b>913.50</b>
110844	8/3/2015	891939 HERNANDEZ, LILIANA	JUNE 2015		YOGA INSTRUCTOR 017-420-1337-4260 Total :		80.00 <b>80.00</b>
110845	8/3/2015	891940 C.R. CARNEY ARCHITECTS, INC.	2014-046		PLANNING REVIEW REFUND 001-3719-0154 001-3330-0000 Total :		24.00 240.00 <b>264.00</b>
110846	8/3/2015	891942 SPYGLASS INN	TRAVEL		MANDATORY STC ANNUAL TRAINING -		
						Page:	23

vchlist 07/30/2015	9:12:50A	м		Voucher List CITY OF SAN FERNANDO		Page:	24
Bank code :	bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account		Amount
110846	8/3/2015	891942 SPYGLASS INN	(Continued)		001-225-3688-4360 Total :		448.72 <b>448.72</b>
110847	8/3/2015	891943 CENTRAL CALIFORNIA	TRAVEL		MANDATORY STC ANNUAL TRAINING - 001-225-3688-4360 Total :		400.00 <b>400.00</b>
121	Vouchers fo	or bank code : bank			Bank total :	1,29	3,296.17
121	Vouchers in	n this report			Total vouchers :	1,29	3,296.17

Voucher Registers are not final until approved by Council.

This Page
Intentionally
Left Blank



### AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

By: Nick Kimball, Finance Director

Date: August 3, 2015

**Subject:** Update Regarding the City's Living Wage Ordinance

### **RECOMMENDATION:**

It is recommended that the City Council receive and file this report.

### **BACKGROUND:**

- 1. On April 3, 2000, the City Council adopted Ordinance No. 1514, implementing a Living Wage Ordinance for the City of San Fernando (Attachment "A"). The purpose of the Ordinance is to improve the quality and quantity of services received by the City from its service contractors and to promote an economic environment that protects public resources devoted to social support services. Generally, it applies to service contracts entered into by the City for the furnishing of services to, or for, the City and involves the expenditure in excess of \$25,000 for contracts that have a term of at least six (6) months.
- 2. Under the Ordinance, employers were initially required to pay a wage of no less than \$7.25 per hour if the employer provided health benefits, or \$8.50 per hour if the employer did not provide health benefits. The Ordinance also requires that employers provided at least six (6) compensated days off per year for sick leave, vacation, or personal necessity at the employee's request and at least six (6) uncompensated days off per year for sick leave for the illness of the employee or a member of his or her immediate family where the employee has exhausted his or her compensated days off for the year.
- 3. The Ordinance requires the living wage to be adjusted annually by the City's Purchasing Agent to correspond with any adjustments to retirement benefits paid to members of the California Public Employment Retirement System (PERS).
- 4. In 2006, the City Attorney advised that the City's Purchasing Agent was the City Administrator (now City Manager) and the adjustments to the Living Wage are based on the CPI adjustments that San Fernando City PERS retirees receive on an annual basis, with a maximum of 5%.

### **Update Living Wage Ordinance**

Page 2 of 2

5. The City's adjusted living wage hourly rate in 2010 was \$18.13 per hour with employer provided health benefits. However, a review by staff determined that an incorrect methodology was employed in 2010 to establish the living wage rate. Staff recalculated the rate based on the methodology prescribed in the Ordinance and confirmed by the City Attorney. The corrected living wage rate, effective July 1, 2013, was \$10.56 per hour with employer provided health benefits.

#### **ANALYSIS:**

As the Purchasing Agent, the City Manager shall annually adjust the rate of the living wage, which shall be effective upon publication of a bulleting announcing such adjustment and shall apply prospectively.

Staff has calculated the living wage rate for Fiscal Year 2015-2016 based on the methodology prescribed in the Ordinance and updated the information based on the recent 1.6% CPI adjustment for San Fernando PERS retirees. The new rate, effective upon publication of a bulletin, will be \$10.81 per hour with employer provided health benefits, or \$12.06 per hour without employer provided benefits. Please refer to Attachment "B" for additional detail regarding the calculation of San Fernando's living wage rate calculation.

### **BUDGET IMPACT:**

This annual adjustment will have a minimal impact on the City's budget as many service contracts either exceed the living wage or include a CPI escalator to compensate the contractor for cost increases. However, staff will review existing service contracts that fall within the parameters of the City's Living Wage Ordinance and notify contractors of the requirement.

### **CONCLUSION:**

The City Manager adjusts the living wage rate annually to reflect based on the CPI adjustment to retiree payments applied by CalPERS. Pursuant to Ordinance No. 1514, adjustment of the living wage rate shall be effective upon publication announcing such an adjustment and shall apply prospectively. Staff will publish a bulletin noticing the new rate as required by the Ordinance, determine which service contracts are currently subject to the living wage requirement, and ensure that any existing and new service contracts incorporate the applicable living wage hourly rate.

### **ATTACHMENTS:**

- A. Ordinance No. 1514 Living Wage
- B. San Fernando Living Wage Rate Calculation

#### ORDINANCE NO. 1514

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO REGARDING PAYMENT OF A LIVING WAGE AND AMENDING THE SAN FERNANDO CITY CODE

THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES ORDAIN AS FOLLOWS:

### Section 1. Findings and Intent.

- A. The City of San Fernando contracts with numerous private firms for the provision of services to, and for, the City. Many of these service contractors pay their employees wages in an amount at, or slightly above, the minimum required by federal and state law.
- B. The quantity and quality of services that the City receives from its service contractors is directly related to the compensation that such firms pay their employees. Those service contractors that underpay their employees tend to experience high employee absenteeism and turnover, as well as lackluster performance.
- C. The demand for government social services is impacted by the compensation that the City's service contractors pay their employees. Those employees compensated at minimum wage levels, with little or no health benefits, frequently rely on public funds and personnel for assistance.
- D. In enacting this Ordinance, the City intends to require its service contractors to pay those employees performing City-related work the living wage and benefits designated herein. The purpose of this Ordinance is to improve the quantity and quality of services received by the City from its service contractors. It is also the purpose of this Ordinance to promote an economic environment that protects public resources devoted to social support services.
- E. The City awards a significant amount of grant funds under programs created by the federal and state governments. The City Council intends that the regulations contained in this Ordinance shall apply to recipients of such funds to the extent allowed by law.
- Section 2. Chapter 21A ("Purchasing") of the San Fernando City Code is hereby amended by adding a new Article V to read as follows:

#### "ARTICLE V. LIVING WAGE

### Sec. 21A.29. Purpose and short title.

This article is enacted for the purpose of improving the quantity and quality of services received by the City from its service contractors. It is also the purpose of this article to promote an economic environment that protects public resources devoted to social support services. This article shall be known as the Living Wage Ordinance of the City.

#### Sec. 21A.30. Definitions.

For the purpose of this part, unless it is plainly evident from the context that a different meaning is intended, the following definitions shall apply:

Aid recipient. Any person that is awarded a grant by the City.

Contractor. Any person that enters into a service contract with the City.

Employee. Any person that both: (i) is employed by an employer or a temporary employment agency; and (ii) expends any of his or her time in the performance of work related to a service contract. "Employee" shall not include managerial, supervisory, and confidential personnel. "Employee" also shall not include persons required to possess an occupational license.

Employer. Any contractor or subcontractor. "Employer" shall not include government entities, exempt non-profit organizations or temporary employment agencies.

Exempt non-profit organization. A corporation that both: (i) is organized under 26 United States Code Section 501(c)(3); and (ii) has a chief executive officer who earns a salary that, when calculated on an hourly basis, is less than eight (8) times the lowest wage paid by the corporation.

*Grant.* Any discrete financial assistance awarded by the City in connection with a program funded by the federal or state government.

Service contract. A contract that: (i) is let to a contractor by the City primarily for the furnishing of services to, or for, the City; (ii) involves an expenditure in excess of Twenty five thousand (25,000) dollars and (iii) has a term of at least  $\underline{\text{six}}$  (6) months.

Subcontractor. Any person that enters into a contract with a contractor to assist the contractor in the performance of a service contract. "Subcontractor" shall not include any person that is an employee of a contractor.

Temporary employment agency. A contractor that, on a temporary basis, provides the City with one or more employees that work under the City's direction.

### Sec. 21A.31. Payment of living wage and benefits.

- (a) Wages. Employers shall pay employees a wage of no less than the living wage set pursuant to paragraph (d) of this section. Temporary employment agencies shall pay employees a wage of no less than \$7.25 per hour.
- (b) Compensated days off. Employers shall provide at least  $\underline{six}$  (6) compensated days off per year for sick leave, vacation, or personal necessity at the employee's request.
- (c) Uncompensated days off. Employers shall provide employees at least  $\underline{six}$  (6) uncompensated days off per year for sick leave for the illness of the employee or a member of his or her immediate family where the employee has exhausted his or her compensated days off for that year.
- (d) Living wage rate. The initial rate of the living wage shall be: (i) \$7.25 per hour with health benefits, as described in paragraph (e) of this section; or (ii) \$8.50 per hour without health benefits, as described in paragraph (e) of this section. As necessary, the purchasing agent shall annually adjust the rate of the living wage to correspond with any adjustments to retirement benefits paid to members of the California Public Employment Retirement System. The adjustment of the living wage rate shall be effective upon publication by the purchasing agent of a bulletin announcing such adjustment and shall apply prospectively.

(e) Health benefits. Health benefits required by this article shall consist of the payment of at least  $\frac{$1.25}{}$  per hour towards the provision of health care benefits for employees and their dependents. Proof of the provision of such benefits must be submitted to the purchasing agent to qualify for the wage rate in paragraph (d) of this section for employees with health benefits.

### Sec. 21A.32. Federal earned income credit notification.

Employers shall inform employees making less than twelve (\$12.00) dollars per hour of their possible right to the federal Earned Income Credit ("EIC") provided for in 26 United States Code Section 32. Employers shall make available to employees forms describing the EIC, as well as forms required to secure advance EIC payments from the employer.

### Sec. 21A.33. Grounds for contract termination.

All service contracts shall provide that violation of this article shall entitle the City to terminate the contract and otherwise pursue legal remedies that may be available.

### Sec. 21A.34. Compliance by aid recipients.

Aid recipients who are awarded a grant in excess of twenty five thousand shall comply with the requirements for employers that are set forth in this article.

### Sec. 21A.35. Applicability.

- (a) General. Except as provided in this section, the provisions of this article shall apply to: (i) employers and temporary employment agencies with whom the City executes a service contract after the effective date of this article; (ii) employers and temporary employment agencies with whom the City executes an amendment to a service contract existing on the effective date of this article; and (iii) aid recipients to whom the City awards a grant after the effective date of this article.
- (b) Inapplicable to employers when waiver issued. This article shall not apply to any person that has been issued a waiver pursuant to paragraph (c) of this section.

- (c) Waiver authorization. The purchasing agent, with the consent of the City Council, may issue a waiver of the requirements of this article to any person submitting a bid for a service contract upon making a finding that such waiver is necessary to allow the person to compete fairly in the bidding process.
- (d) Inapplicable to recipients of restricted grants. This article shall not apply to aid recipients unless the city attorney either: (i) determines that application of this article is consonant with the laws governing the award of the particular grant; or (ii) receives a judgment from a court of law, or other tribunal, that indicates application of this article is consonant with the laws governing the award of the particular grant.

#### Sec. 21A.36. Administration.

- (a) Implementation regulations. The purchasing agent shall promulgate implementing regulations consistent with this article. At a minimum, such regulations shall include the following: (i) a list of contracts that shall be regarded as service contracts for purposes of Section 21A.30; and (ii) requirements for employer reporting of employee compensation.
- (b) Compliance monitoring. The purchasing agent shall monitor compliance with this article. Such monitoring shall include investigation of complaints of claimed violations by employees. The purchasing agent shall annually submit to the city council a written report on compliance with this article.

#### Sec. 21A.37. Notifying Employees

Employers shall give written notification to each current and new employee of his or her rights to receive the benefits set forth in this article. The notification shall be provided in English, Spanish, and other languages spoken by a significant number of employees, and shall be posted prominently in communal areas at the work site.

#### Sec. 21A.38. Enforcement.

(a) Any aggrieved person may enforce the provisions of this article by means of a civil action.

- (b) Any person who violates the provisions of this article or who aids in the violation of any provisions of this article shall be liable for, and the court shall award to the individual whose rights are violated, the following: actual damages; costs; attorney's fees; and not less than two hundred fifty (\$250.00) dollars but not more than ten thousand (\$10,000) dollars in addition thereto. In addition, the court may award punitive damages in a proper case.
- (c) Actions to enforce the provisions of this article must be filed within one (1) year of the alleged violation.
- (d) Nothing in this article shall preclude any aggrieved person from seeking any other remedy provided by law.
- (e) Nothing in this article shall be construed to limit any aggrieved person's right to bring legal action for violation of other minimum compensation laws.

#### Sec. 21A.39. No criminal penalty.

Notwithstanding any provision of this Code or any other ordinance to the contrary, no criminal penalties shall attach for any violation of this article."

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remainder of the Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

PASSED, APPROVED AND ADOPTED this 3rd day of April , 2000.

MAYOR

ATTEST:

Silverio Robledo, Mayor

Wilma Miller, City Clerk

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) ss
CITY OF SAN FERNANDO )

I, WILMA MILLER, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance was adopted at a regular meeting of the City Council of the City of San Fernando held on the 3rd day of April, 2000, and was carried by the following roll call vote, to wit:

AYES: Hernandez, Ramos, Di Tomaso, Montanez - 4

NOES: None - 0 ABSENT: Ramos - 1

CITY CLERK
Wilma Miller

#### **ATTACHMENT "B"**

## **Living Wage Calculation**

Ordinance #\_ 1514

Tentative Approval: August 3, 2015

### **Ordinance Requirements:**

Requires its service contractors to pay those employees performing City-related work the living wage and benefits.

All Service Contracts with anticipated expenditures over \$25,000 and has a term of a minimum of 6 months must comply with the ordinance.

Annual adjustments of living wage rate to correspond to any adjustments to retirement benefits paid to member of CALPERS.

Per City policy retiree COLA annual increases are CPI rate; not to exceed 5%.

#### Municipal Code: Sec. 2-898d Living Wage Rate

Initial Rate w/benefits \$7.25 hr Initial Rate w/o benefits \$8.50 hr

Temp Agency Emplyee \$7.25 hr (minimum)

Health Benefits \$1.25 hr

Employer/Employee Retirement Contribution Rate: Base = CY 2000

		LIVING W	/AGE /WITH	BENEFITS
Calendar	%	LW	COLA Adj	Adjusted
Year	+/-	Rate	Retirees	LW Rate
2000		\$7.75	\$0.00	\$7.75
2001	1.6%	\$7.75	\$0.12	\$7.87
2002	2.4%	\$7.87	\$0.19	\$8.06
2003	1.9%	\$8.06	\$0.15	\$8.22
2004	3.3%	\$8.22	\$0.27	\$8.49
2005	3.4%	\$8.49	\$0.29	\$8.78
2006	2.5%	\$8.78	\$0.22	\$9.00
2007	4.1%	\$9.00	\$0.37	\$9.36
2008	0.1%	\$9.36	\$0.01	\$9.37
2009	2.7%	\$9.37	\$0.25	\$9.63
2010	1.5%	\$9.63	\$0.14	\$9.77
2011	3.0%	\$9.77	\$0.29	\$10.06
2012	1.7%	\$10.06	\$0.17	\$10.24
2013	1.8%	\$10.24	\$0.18	\$10.42
2014	2.1%	\$10.42	\$0.22	\$10.64
2015	1.6%	\$10.64	\$0.17	\$10.81



This Page
Intentionally
Left Blank



## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

By: Nick Kimball, Finance Director

Date: August 3, 2015

**Subject:** Consideration to Approve Memorandum of Understanding (MOU) with the San

Fernando Police Officers' Association Police Management Unit and Approval of Resolution No. 7690 Implementing the Employer Paid Member Contribution

Provision of the Proposed MOU

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Approve the a Memorandum of Understanding (Attachment "A" Contract No. 1793)
   between the City of San Fernando and the San Fernando Police Officers' Association Police
   Management Unit for a four-year term (July 1, 2015 through June 30, 2019);
- b. Adopt Resolution No. 7690 (Attachment "B") implementing cost sharing for Employer Paid Member Contributions with the San Fernando Police Management Unit; and
- c. Authorize the City Manager to make non-substantive corrections and execute all related documents.

#### **BACKGROUND:**

- 1. In May 2008, the City and San Fernando Police Officers' Association Police Management Unit (SFPOAPMU) executed a three year Memorandum of Understanding (MOU) for the term of July 1, 2008 through June 30, 2011 (Contract No. 1594).
- 2. In July 2009, the City and SFPOAPMU executed a Side Letter Agreement (Contract No. 1594a) to amend the existing MOU to forego the previously agreed upon 2.5% base salary increase in exchange for additional Annual Leave and eliminate tuition reimbursement for the Fiscal Year 2009-2010.

Consideration to Approve Memorandum of Understanding (MOU) with the San Fernando Police Officers' Association Police Management Unit and Approval of Resolution No. 7690 Implementing the Employer Paid Member Contribution Provision of the Proposed MOU Page 2 of 4

- 3. Upon termination of the Contract in June 2011, there were no permanent represented employees in SFPOAPMU. Consequently, the provisions of Contract No. 1594, as amended, have been extended by salary resolution each subsequent fiscal year.
- 4. In March 2015, the City and SFPOAPMU met to begin negotiations for a new MOU.

#### **ANALYSIS:**

The San Fernando Police Officers Association (SFPOA), San Fernando Management Group, San Fernando Police Civilians Association, and San Fernando Part-time Employees Bargaining Unit all have MOUs that expire on June 30, 2015. During the negotiations for these groups, two of the City's primary objectives have been reducing the City's overall exposure to health care premiums for existing employees, either by introducing some level of cost sharing or limiting the exposure through a cafeteria style health care benefit, and limiting the growing future liability exposure for retiree health benefits.

Additionally, it has been recognized that employees have agreed to a number of cuts and pay freezes over the past several years. In order to retain, and attract, talented employees, some concessions in overall compensation are necessary.

After a number of meetings, the City and SFPOAPMU have tentatively agreed to a new MOU that address some of the City's long-term issues (i.e. introduces health insurance cost sharing for existing employees and converts the retiree health program for employees hired after July 1, 2015 from a defined benefit plan to a defined contribution plan) while providing modest compensation to employees. SFPOAPMU essentially agreed to the same contract terms as the San Fernando Police Officers' Association, with the addition of items 7 and 8 below.

The most significant terms are highlighted below:

- 1. Four-year MOU covering the period July 1, 2015 through June 30, 2019;
- Cost of Living Adjustments;
  - o Year 1: 1.0%
  - o Year 2: 1.5%
  - o Year 3: 2.0%
  - o Year 4: 3.0%
- 3. Increase City's Employer Paid Member Contribution for CalPERS retirement benefits;
  - Year 1: Increase from 4.5% to 6.5% (2.0%)
  - Year 2: Increase from 6.5% to 8.0% (1.5%)

Consideration to Approve Memorandum of Understanding (MOU) with the San Fernando Police Officers' Association Police Management Unit and Approval of Resolution No. 7690 Implementing the Employer Paid Member Contribution Provision of the Proposed MOU Page 3 of 4

- Year 3: Increase from 8.0% to 9.0% (1.0%)
- Year 4: No increase
- 4. Implement a cost sharing structure for medical benefits. The City will pay up to ninety five percent (95%) of average premium for the two most expensive plans at each plan level (i.e., employee only, employee plus dependent, and family). If a unit employee enrolls in a plan that exceeds that amount, they will pay the difference through a pretax payroll deduction;
- 5. Implement new Tier of retiree health care benefits for new unit employees hired after July 1, 2015. After meeting vesting requirements (i.e., 10 years), new employees will receive the minimum benefits allowed by PERS, which is currently \$122 per month;
- 6. New employees that are only eligible for the minimum retiree health benefits will receive \$150/month in a Retiree Medical Trust or Retiree Health Savings Plan, to be established in the coming fiscal year;
- 7. Increase the salary range for the Lieutenant classification by ten percent (10%) to create equitable separation between the Lieutenant classification and the classification immediately preceding Lieutenant (i.e., Sergeant).
- 8. Unit employee may bank Non-FLSA Compensatory Time Off (CTO) at the rate of one and one-half (1.5) hours per one (1) hour worked during a major incident or investigation, or if acting in a Watch Commander capacity. The maximum amount of CTO that can be banked is one hundred (100) hours, has no cash value, and will not be paid out upon separation from the City; and
- 9. In exchange for entering into a long-term four-year agreement, unit employees will receive a one-time non-recurring compensation of \$500 each.

#### **BUDGET IMPACT:**

The total annual net additional cost of the proposed MOU is outlined in the table below:

Fiscal Year	Ge	neral Fund	Ret	irement Fund
2015-2016	\$	6,000	\$	9,400
2016-2017 Additional Cost	\$	7,500	\$	8,000
2017-2018 Additional Cost	\$	10,000	\$	6,600
2018-2019 Additional Cost	\$	15,000	\$	3,500

Consideration to Approve Memorandum of Understanding (MOU) with the San Fernando Police Officers' Association Police Management Unit and Approval of Resolution No. 7690 Implementing the Employer Paid Member Contribution Provision of the Proposed MOU Page 4 of 4

The MOU has been structured to limit the impact to the General Fund in the first few years of the MOU. Sufficient contingency funds are included in the Fiscal Year 2015-2016 Proposed Budget to cover the first year of the MOU.

#### **CONCLUSION:**

Staff believes the proposed MOU between the City and SFPOAPMU represents a balanced agreement that provides fair compensation to SFPOAPMU employees in exchange for concessions that will limit the City's long-term health care exposure and improve the City's long-term stability.

#### **ATTACHMENTS:**

- A. Contract No. 1793
- B. Resolution No. 7690

## MEMORANDUM OF Understanding (MOU)

San Fernando **Police Officers' Association Police Management Unit** (SFPOA PMU)

> **City of San Fernando** (City)

#### **SFPOA REPRESENTATION**

Robert M. Wexler

#### **MOU TERM**

2015 - 2019

#### **CITY CONTRACT NO.**

1793

#### **ADOPTION DATE**

August 3, 2015

TABLE OF CONTENTS

<u>ART</u>	ICLE 1 INTRODUCTION	1
1.01	PREAMBLE	1
1.02	RECOGNITION	1
1.03	IMPLEMENTATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)	1
1.04	PROVISIONS OF LAW AND SEVERABILITY	1
1.05	DURATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)	2
1.06	CITY RIGHTS	2
1.07	EMPLOYEE RIGHTS	2
<u>ART</u>	ICLE 2 INSURANCE BENEFITS	3
2.01	MEDICAL, DENTAL, AND VISION INSURANCE FOR ACTIVE EMPLOYEES	3
2.02	MEDICAL INSURANCE FOR RETIREES	4
2.03	LIFE INSURANCE	5
2.04	LONG TERM DISABILITY INSURANCE	5
<u>ART</u>	ICLE 3 RETIREMENT BENEFITS	5
3.01	RETIREMENT FORMULA	5
3.02	EMPLOYER PAID MEMBER CONTRIBUTIONS	6
3.03	OTHER RETIREMENT BENEFITS	6
<u>ART</u>	ICLE 4 LEAVE BENEFITS	6
4.01	ANNUAL LEAVE	6
4.02	HOLIDAY LEAVE	7
4.03	MANAGEMENT LEAVE	8
4.04	NON-FLSA COMPENSATORY TIME ACCRUAL	8

<b>MOU: SFPOA</b>	PMU	(2015 -	2019)
14100.31107	1 1410	(とひエン -	- <b>LUI</b> JI

**TABLE OF CONTENTS** 

4.05 SICK LEAVE	8
4.06 BEREAVEMENT LEAVE	8
4.07 CATASTROPHIC LEAVE DONATION PROGRAM	g
4.08 INDUSTRIAL LEAVE	g
ARTICLE 5 SALARY	10
5.01 SALARY	10
5.02 DEFINITIONS	10
5.03 CALCULATION OF BENEFITS	10
ARTICLE 6 LONGEVITY PAY	10
6.01 LONGEVITY	10
ARTICLE 7 BILINGUAL PAY	11
7.01 BILINGUAL	11
ARTICLE 8 CERTIFICATE PAY	11
8.01 POST CERTIFICATE COMPENSATION	11
ARTICLE 9 UNIFORM ALLOWANCE	12
9.01 UNIFORM	12
ARTICLE 10 CONTRACT DUTY	12
10.01 CONTRACT DUTY	12
10.02 DEFINITIONS	12
ARTICLE 11 OUT OF CLASS PAY	12
11.01 OUT OF CLASS	12

TABLE OF CONTENTS

ARTICLE 12 OTHER COMPENSATION	13
12.01 NON-RECURRING COMPENSATION	13
ARTICLE 13 WORK SCHEDULES	13
13.01 ALL EMPLOYEES	13
ARTICLE 14 TAKE HOME VEHICLES	13
14.01 VEHICLES	13
ARTICLE 15 DISCIPLINARY PROCEDURES	13
15.01 DISCIPLINARY PROCEDURES	13
ARTICLE 16 LAYOFFS	13
16.01 LAYOFFS	14
ARTICLE 17 ASSOCIATION BUSINESS	14
17.01 ACCESS TO WORK LOCATIONS	14
17.02 ASSOCIATION ACTIVITY ON DUTY	14
17.03 DUES DEDUCTION	15
ARTICLE 18 MAINTENANCE OF BENEFITS	15
18.01 CONTINUATION OF WAGES, HOURS, AND WORKING CONDITIONS	5 15
ARTICLE 19 POLICIES AND PROGRAMS	15
19.01 NEPOTISM PROHIBITED	15
19.02 OTHER POLICIES	16
ARTICLE 20 PUBLICATION OF AGREEMENT	16
20.01 PUBLICATION OF AGREEMENT	16
EXHIBIT A - SALARY SCHEDULE	18

Page 1 of 18

## ARTICLE 1 INTRODUCTION

#### 1.01 PREAMBLE

This contract (hereinafter referred to as "Memorandum of Understanding") by and between the San Fernando Police Officers' Association Police Management Unit (hereinafter referred to as the "Association") and the City of San Fernando (hereinafter referred to as the "City") has, as its purpose, the promotion of fair and harmonious relations between the City and the Association and members of the Police Management Unit, the establishment of a fair, just, equitable, and peaceful procedure for the resolution of problems and differences, and the establishment of wages, hours, and working conditions and other conditions of employment that, in any way, affect the employees within this bargaining unit.

#### 1.02 RECOGNITION

The City recognizes the San Fernando Police Officers' Association as the exclusive bargaining representative of the employees in the Police Management Unit, subject to the right of an employee to self-representation. The term "employee" or "employees" is used to refer to those employees in the classifications of Police Lieutenant and Police Captain, and such other classifications within the police management ranks as may, from time to time, be added to the unit by the City.

#### 1.03 IMPLEMENTATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding constitutes the joint recommendation of the City and the Association. This Memorandum of Understanding shall be binding upon the parties, whenever the following conditions are satisfied:

- 1. The Association has notified the City Council that the Association has formally approved this Memorandum of Understanding in its entirety; and
- 2. The City Council has approved this Memorandum of Understanding in its entirety.

Whenever any ordinance, rule, regulation, resolution or other action is required for the implementation of this Memorandum of Understanding, such ordinance, rule, regulation, etc. will provide for an effective date the same as provided for in this Memorandum of Understanding or make other equivalent provisions therefore.

#### 1.04 PROVISIONS OF LAW AND SEVERABILITY

The parties agree that this Memorandum of Understanding is subject to all current and future applicable federal, state, and local laws.

Page 2 of 18

If any Article, part, or provision of this Memorandum of Understanding is in conflict with or inconsistent with applicable provisions of federal, state or local, law or is otherwise held to be invalid or unenforceable by a court of competent jurisdiction, such article, part, or provision thereof shall be suspended or superseded by such applicable law or regulation, and the remainder of the Memorandum of Understanding shall not be affected thereby.

#### 1.05 DURATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding shall be effective beginning 12:00 a.m. on July 1, 2015, and shall terminate at 11:59 p.m. on June 30, 2019.

On or about April 1, 2019, the Association shall present a written proposal to the City on all matters that would affect the City's next succeeding fiscal budget including, but not limited to salaries, fringe benefits, and other cost item conditions of employment with the City. The parties shall begin meeting and conferring in good faith within thirty days of the Association's presentation of its proposal.

#### 1.06 CITY RIGHTS

The rights of the City include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means, and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

#### 1.07 EMPLOYEE RIGHTS

Employees of the City shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including but not limited to wages, hours, and other terms and condition of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the City. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by any employee organization because of the exercise of these rights.

Page 3 of 18

## ARTICLE 2 INSURANCE BENEFITS

#### 2.01 MEDICAL, DENTAL, AND VISION INSURANCE FOR ACTIVE EMPLOYEES

The City shall continue to pay the full cost of dental and vision coverage for employees and their dependents for the term of this agreement. The dental and vision coverage provided by the City under this Memorandum of Understanding shall be the same as currently provided by existing City approved insurance plans.

The City's contribution for medical insurance benefits on behalf of each unit employee and eligible dependent(s) shall be capped at the cost of the most expensive PEMHCA plan for Los Angeles Area Region only, available at each plan level (i.e., employee, employee+1, employee+2 or more), excluding the PERSCare plan. An employee who elects PERSCare shall pay the difference by pre-tax payroll deduction. In addition, the City shall continue to provide fully paid dental and vision coverage for all employees and eligible dependents.

Effective January 1, 2016, the City's contribution for medical insurance benefits on behalf of each unit employee and eligible dependent(s) shall be capped at ninety five percent (95%) of the average cost of the two most expensive PEMHCA plans for Los Angeles Area Region only, available at each plan level (i.e. employee, employee+1, and family). An employee who elects to enroll in a medical plan that exceeds 95% of the average of the two most expensive PEMHCA plans shall pay the difference by pre-tax payroll deduction.

#### Opt Out

Unit employees may elect to discontinue participation in the City's Medical Insurance Plan ("Opt Out"). The intent of this provision is to share cost savings that the City will derive as a result of a unit employee canceling City coverage.

Unit employees electing to waive City medical insurance coverage for themselves and all eligible family members must provide proof of coverage through another (non-City) benefit plan (e.g., spouse's coverage through another employer), and must waive any liability to the City for their decision to cease under the City's medical insurance plan.

Upon proof of other coverage, a unit employee who opts out shall receive the City's maximum contribution at the employee only plan level, as taxable income.

After electing to Opt Out, a unit employee who later requests to re-enroll under the City plan can only do so during the open enrollment period or after a qualifying event as permitted by the insurance carrier.

For medical insurance plans, when a unit employee is the spouse of another benefited City

Page 4 of 18

employee, one (1) employee may select a plan and list the spouse as a dependent under the two-party or family coverage, as applicable, and the remaining employee may opt-out as outlined above.

Unit employees will not receive compensation for opting out of dental and/or vision plans.

#### 2.02 MEDICAL INSURANCE FOR RETIREES

Effective upon approval of the necessary Resolution(s) by CalPERS, the City will create a three (3) tier structure for retiree medical insurance. The City has previously adopted a Resolution to implement the retiree medical insurance vesting schedule, pursuant to the provisions of California Government Code, Section 22893. This vesting schedule applies to unit employees initially hired by the City on or after July 1, 2008, the date the Resolution was approved by CalPERS.

- 1. Retiree Medical Tier I: Employees hired on or before June 30, 2008:
  - a. If retired on or before December 31, 2012, 100% paid medical insurance benefits for employee and eligible dependents; If retired on or after January 1, 2013, 100% paid medical insurance for employee and eligible dependents, excluding PERS Care plan, if the most expensive.
- 2. Retiree Medical Tier II: Employees hired on or after July 1, 2008, but on or before June 30, 2015:
  - a. If retired on or before December 31, 2012, a percentage of the medical insurance plan premium determined by the vesting schedule set forth in California Government Code Section 22893 for whatever plan is selected by the employee for himself and eligible dependents.
  - b. If retired on or after January 1, 2013, a percentage of the medical insurance plan premium determined by the vesting schedule set forth in California Government Code Section 22893 for whatever plan is selected by the employee for himself and eligible dependents, except PERS Care, if the most expensive.
- 3. Retiree Medical Tier III: Employees hired on or after July 1, 2015:
  - a. PEMHCA minimum (currently \$122 per month for 2015)

Unit employees that are in Retiree Medical Tier III as described above will receive a contribution from the City of \$150 per month into a Retiree Medical Trust (RMT) or Retiree Health Savings (RHS) Plan, whichever is designated by the Association. The unit may elect to contribute an

Page 5 of 18

additional amount to the RMT or RHS, at its option. The City will work with the Association to implement the selected RMT or RHS, provided the City's implementation and management costs for the RMT and RHS are not significantly different.

#### 2.03 LIFE INSURANCE

The City shall provide \$50,000 Basic Life and Accidental Death & Dismemberment insurance to each employee, at no cost to the employee.

#### 2.04 LONG TERM DISABILITY INSURANCE

The City shall continue to provide and pay for a long term disability policy for unit members.

## ARTICLE 3 RETIREMENT BENEFITS

#### 3.01 RETIREMENT FORMULA

The City shall provide retirement benefits to eligible unit employees through the California Public Employees' Retirement System (PERS) as follows: The definition of "new" member and "classic" member are set forth in the Public Employee Pension Reform Act of 2013 (PEPRA).

- 1. First Tier: "Classic" members hired prior to January 6, 1994 will receive the 3% at 50, single highest year compensation retirement calculation.
- 2. Second Tier: Classic members hired on or after January 6, 1994 will receive the 3% at 50, final 36-month average compensation retirement calculation.
- 3. Third Tier: "Classic" members hired on or after September 8, 2012 will receive the 3% at 55, final 36-month average compensation retirement calculation.
- 4. Fourth Tier: "New" members hired on or after January 1, 2013 will receive the 2.7% at 57, final 36-month average compensation retirement compensation retirement calculation.

#### 3.02 EMPLOYER PAID MEMBER CONTRIBUTIONS

Effective upon CalPERS' approval of the necessary Resolutions, but not before the payroll period that includes July 1, 2015, the City shall pay 6.5% of compensation earnable towards the employee's required CalPERS contribution for "Classic" CalPERS members.

Page 6 of 18

Effective on the first day of the payroll period that includes July 1, 2016, the City shall pay 8.0% of compensation earnable towards the employee's required CalPERS contribution for "Classic" CalPERS members.

Effective on the first day of the payroll period that includes July 1, 2017, and thereafter the City shall pay 9.0% of compensation earnable towards the employee's required CalPERS contribution for "Classic" CalPERS members.

The City's payments, above, shall be treated as a "pick up" of employee contributions pursuant to IRC 414(h)(2).

The City shall continue to report the value of the Employer Paid Member Contribution to CalPERS as compensation earnable on behalf of each employee, pursuant to California Government Code Section 20636(c)(4).

#### 3.03 OTHER RETIREMENT BENEFITS

The City shall also provide the following retirement benefits:

- 1. Pre-Retirement Optional Settlement 2 Death Benefit (Gov't Code §21548).
- 2. For employees who initially entered CalPERS membership before January 6, 1994, a 5% Annual Cost-of Living Allowance Increase. For employees who initially entered CalPERS membership on or after January 6, 1994, a 2% Annual Cost-of Living Allowance Increase (Gov't Code §21335).
- 3. Fourth Level of 1959 Survivor Benefits (Gov't Code §21574).

## **ARTICLE 4 LEAVE BENEFITS**

#### 4.01 ANNUAL LEAVE

Unit employees earn Annual Leave in lieu of Vacation and Sick Leave. Annual Leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

The City shall provide for Annual Leave to accrue on a payroll to payroll basis prorated in accordance with the following rates.

1. 160 hours for 1 – 5 years of City service

Page 7 of 18

- 2. 200 hours for 6 10 years of City service
- 3. 240 hours for 11 or more years of City service

Annual Leave may be taken upon prior approval and in the manner prescribed by the Police Chief or designee.

Unit members may, at the employee's discretion, accrue up to eight hundred (800) hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

In the last payroll period in December each year, unit members may, at the employee's discretion, receive compensation for up to eighty (80) hours of accumulated Annual Leave at their regular rate of pay provided that the employee has used a like number of hours of Annual or Management Leave during the same calendar year.

#### 4.02 HOLIDAY LEAVE

The City observes the following holidays:

- 1. New Year's Day
- 2. Martin Luther King, Jr. Birthday
- 3. Lincoln's Birthday
- 4. Washington's Birthday
- 5. Cesar Chavez' Birthday
- 6. Memorial Day
- 7. Independence Day
- 8. Labor Day
- 9. Columbus Day
- 10. Veteran's Day
- 11. Thanksgiving Day
- 12. Christmas Day

Employees shall accrue ninety six (96) hours of Holiday Leave per year, and shall be credited with 48 hours of Holiday Leave each January 1 and additional 48 hours of Holiday Leave each July 1. Employees shall schedule Holiday Leave in accordance with department procedures.

Employees may only carry over up to 96 hours of accrued but unused Holiday Leave from one calendar year to the next. Employees who, as of January 1, have not lowered their accrued Holiday Leave to 96 hours or less, shall not accrue additional hours until such time as the employee brings his/her accrual to (or under) the 96 hours cap. At that time the employee will receive his/her full 48 hours allotment for that half-year. Upon an employee's separation, the employee shall be paid for any unused accumulated Holiday Leave at his or her regular rate of

Page 8 of 18

pay.

#### 4.03 MANAGEMENT LEAVE

Management leave provides a means of compensation for hours worked by exempt employees beyond their normal work schedule.

The City shall provide eighty (80) hours Management Leave per year credited each January 1. Management Leave must be used in the year earned and cannot be carried over from one calendar year to the next.

#### 4.04 NON-FLSA COMPENSATORY TIME ACCRUAL

In the event a unit employee must work excess hours due to a non-routine event, including, but not limited to, a major incident or investigation, or if acting in a Watch Commander capacity, and with the approval of the Police Chief, the employee may bank Non-FLSA Compensatory Time Off (CTO) at the rate of one and one-half (1.5) hours per one (1) hour worked. The maximum amount of CTO that can be banked is one hundred (100) hours. This bank of non-FLSA CTO has no cash value and will not be paid out upon separation from the City.

The scheduling and use of CTO shall be subject to the approval of the Police Chief. An employee who has requested the use of CTO is permitted to use such time "within a reasonable period" after making the request, unless it is determined that the employee's request would "unduly disrupt" the department operations or impose an unreasonable burden on the department's ability to provide services of acceptable quality and quantity for the public during the time required without the use of the employee's services.

#### 4.05 SICK LEAVE

In accordance with City policy, a portion of each employee's accrued Sick Leave shall be converted to Annual Leave when the employee becomes an exempt employee and/or member of the Police Management Unit. Sick Leave shall be converted to Annual Leave at the rate of one (1) hour of Sick Leave equals .5 hours of Annual Leave.

An employee who retires from City service and who receives an industrial disability pension or a service retirement pension from CalPERS, may be paid at his or her regular rate of pay for one-fourth (1/4) of accumulated and unused Sick Leave, up to a maximum of one (1) month's worth of the employee's regular rate of pay, or the employee may elect to receive service credit for these hours, at the employee's option.

#### 4.06 BEREAVEMENT LEAVE

Employees shall be permitted to use up to five (5) days of Bereavement Leave per incident for bereavement purposes.

Page 9 of 18

For the purposes of implementing this benefit, "Immediate Family" shall mean grandparent, parent, child, spouse, or registered domestic partner as permitted by California law, or any person living in the household. Proof of residence may be required. "Parent" shall mean biological, foster, or adoptive parent, stepparent, legal guardian or person who has parental rights to employee. "Child" shall mean a biological, adopted, or foster child, stepchild, legal ward or a child of a person who has parent's rights.

The City shall authorize unit members to utilize one (1) day of Bereavement Leave following the death of an extended family member. For the purpose of implementing this benefit, "Extended Family" shall mean: Aunts, Uncles, Cousins, and god-parents or god-parent equivalent.

The Police Chief may authorize additional days of leave for bereavement purposes on an asneeded basis.

#### 4.07 CATASTROPHIC LEAVE DONATION PROGRAM

Unit employees will be eligible for catastrophic leave donations pursuant to the City's Catastrophic Leave Donation Policy.

#### 4.08 INDUSTRIAL LEAVE

Industrial injury and illness leaves shall be governed by existing guidelines in the City's "Sick Leave with Pay for Illness or Injury Sustained in the Course of Employment" policy in the City Management Policy and Procedures Handbook.

If an employee receives Workers' Compensation disability payments to which the employee is not entitled while on Labor Code 4850 leave, the employee shall be obligated to deposit the erroneously paid disability payments with the City for return to the appropriate entity.

## **ARTICLE 5 SALARY**

#### 5.01 SALARY

The base salary for each represented unit classification shall be as set forth in Exhibit "A" – Salary Schedule. In order to create equitable separation between the Lieutenant classification and the classification immediately preceding Lieutenant, i.e. Sergeant, "Step A" in the Lieutenant classification will be increased by ten percent (10%) and each subsequent Step will be adjusted accordingly.

Page 10 of 18

Once the new salary range is established, existing employees occupying the Lieutenant classification will be placed in the Step that is closest to, but not less than, their existing monthly salary.

Effective on the first day of the first pay period beginning after July 1, 2015, the base salary for each represented unit classification shall be increased by one percent (1.0%).

Effective on the first day of the first pay period beginning after July 1, 2016, the base salary for each represented unit classification shall be increased by one and one-half percent (1.5%).

Effective on the first day of the first pay period beginning after July 1, 2017, the base salary for each represented unit classification shall be increased by two percent (2.0%).

Effective on the first day of the first pay period beginning after July 1, 2018, the base salary for each represented unit classification shall be increased by three and percent (3.0%).

#### 5.02 **DEFINITIONS**

As used in this MOU, "Base Salary" means the salary classification, range, and step to which an employee is assigned. It excludes any additional allowances, special pays and non-cash benefits. As used in this MOU, "Regular Rate of Pay" shall be as defined in the Fair Labor Standards Act.

#### 5.03 CALCULATION OF BENEFITS

If applicable, benefits that are a percentage of base salary will be applied to the employee's base salary only. If an employee is entitled to multiple percentage based benefits, each benefit will be calculated against base salary independently (i.e., benefits will not be compounded).

## ARTICLE 6 LONGEVITY PAY

#### 6.01 **LONGEVITY**

- 1. For unit employees hired prior to January 1, 2012: The City shall pay longevity to all eligible unit members as follows:
  - a. Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional five percent (5%) over and above the base salary step for each employee in this category.
  - b. Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of seven and one-half percent (7-1/2%) over and above the base salary step for each employee in this category.

Page 11 of 18

- c. Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of ten percent (10%) over and above the base salary step for each employee in this category.
- 2. For unit employees hired on or after January 1, 2012: Any unit employee hired after January 1, 2012 shall receive longevity pay as follows:
  - a. Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional three percent (3%) over and above the base salary step for each employee in this category.
  - b. Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of four percent (4%) over and above the base salary step for each employee in this category.
  - c. Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of five percent (5%) over and above the base salary step for each employee in this category.

## ARTICLE 7 BILINGUAL PAY

#### 7.01 BILINGUAL

The City shall provide Bilingual Pay in the amount of \$100 per month to employees that satisfy the following conditions:

- 1. Employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on written and/or oral testing procedures as selected by the City; and
- 2. Employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the City Manager. For purposes of this provision, all employees in this unit satisfy this criteria.

## ARTICLE 8 CERTIFICATE PAY

#### 8.01 POST CERTIFICATE COMPENSATION

Certificate/Degree/Units	Classic Program	Modified Program
Intermediate POST	\$285/Month	\$200/Month

Page 12 of 18

Advanced POST or BA/BS Degree	Additional \$204/Month	Additional \$200/Month
Supervisory POST or Master Degree	Additional \$204/Month	Additional \$300/Month

The Classic Program shall include any unit employee that was receiving some level of Certificate/Education Compensation as of January 1, 2012. Classic Program members that were receiving compensation for possession of an Associate Degree as of January 1, 2012 are "grandfathered" and will continue to receive compensation in an amount equal to the Intermediate POST compensation. Otherwise, the City does not provide additional compensation for an Associate Degree.

## ARTICLE 9 UNIFORM ALLOWANCE

#### 9.01 UNIFORM

The City shall provide employees a uniform allowance of \$800 per year, payable in equal semiannual installments in the first pay periods of June and December, each year.

## ARTICLE 10 CONTRACT DUTY

#### 10.01 CONTRACT DUTY

Unit members who, at the employee's discretion, work special assignments typically referred to as "Contract Duty" shall be compensated on an hourly basis for all contract duty worked at one and one-half times the "Top Step" base pay of a City Police Sergeant plus any longevity and certificate pay to which the employee is entitled.

#### 10.02 DEFINITIONS

"Contract Duty" means police services contracted through the City and/or paid for by a private person, business, organization, entity or other government agency. Contract Duty may include police services paid for by grant funds received from other government agencies.

## ARTICLE 11 OUT OF CLASS PAY

#### 11.01 OUT OF CLASS

Any unit member appointed to act in a higher classification and serving continuously in said classification for at least fifteen (15) continuous working days shall receive the pay established

Page 13 of 18

for said higher classification during the acting period, retroactive to the first day of said assignment.

## ARTICLE 12 OTHER COMPENSATION

#### 12.01 NON-RECURRING COMPENSATION

Unit employees shall receive a lump sum payment of \$500 upon full execution of this agreement.

## ARTICLE 13 WORK SCHEDULES

#### 13.01 ALL EMPLOYEES

Employees shall work a flexible 9/80 work schedule consisting of eight, nine-hour days and one, eight-hour day per pay period. This schedule will provide each employee with one "flex" day off each pay period in addition to regular scheduled days off. With approval of the Police Chief or designee, employees may split "flex" time off between two days within the same pay period. In times of emergency, employees will work as needed, provided that the requisite minimum 80 hours are worked each 14-day pay period.

## ARTICLE 14 TAKE HOME VEHICLES

#### 14.01 VEHICLES

Employees shall be assigned an unmarked multi-purpose police vehicle for use to and from home, between work locations and for official City business in accordance with City policy.

## ARTICLE 15 DISCIPLINARY PROCEDURES

#### 15.01 DISCIPLINARY PROCEDURES

The parties agree that the disciplinary procedures shall follow Rule XV of the City of San Fernando Personnel Rules.

## ARTICLE 16 LAYOFFS

Page 14 of 18

#### 16.01 LAYOFFS

In the event it is necessary to lay-off employees due to a reduction in the work force, said lay-off will be by seniority. Seniority for purpose of lay-off shall be determined by the date of original appointment to the class. The seniority list shall include all probationary and permanent employees. Where seniority is equal, the member with the earliest hire time (original appointment to sworn position within the City) shall be determined to have the most seniority.

Temporary and provisional employees in the class involved shall be separated prior to probationary or permanent employees.

Any employee scheduled for lay-off shall have the right to demote to a class within the department, which he/she formally held permanent status and displace the least senior employee in that lower classification. Seniority in this instance would be time served in the lower class and time in a higher classification.

Probationary and permanent employees shall be laid off in the reverse order of seniority.

## ARTICLE 17 ASSOCIATION BUSINESS

#### 17.01 ACCESS TO WORK LOCATIONS

Reasonable access to employee work locations shall be granted to officers of the Association and its official representatives for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. Such officers or representatives shall not enter any work location without the consent of the City or its authorized representative. Access shall be restricted so as not to interfere with the normal operations of the Department or with established safety or security requirements. The Association and its members shall be permitted to communicate with one another using the City's e-mail system, provided, however, that such communications are subject to the City's "Computer Resources Policy" regarding electronic mail and the Internet. Violations of that policy will subject the offender to reasonable disciplinary action as stipulated in the said policy.

#### 17.02 ASSOCIATION ACTIVITY ON DUTY

Solicitation of membership and activities concerned with the internal management of any employee organization, such as collecting dues, campaigning for office, conducting elections and distributing literature, will not be permitted during working hours.

Page 15 of 18

#### 17.03 DUES DEDUCTION

The City agrees that during the term of this agreement, it will deduct monies and remit to the Association as authorized by payroll deduction cards submitted by employees in the same manner as existed prior to this MOU.

The Association, upon receipt of the dues deducted, shall indemnify, defend, and hold the City of San Fernando harmless against any claims made and against any suit instituted against the City of San Fernando on account of check-off of employee association dues. In addition, the Association shall refund the City of San Fernando any amounts paid in error upon presentation of supporting evidence.

## ARTICLE 18 MAINTENANCE OF BENEFITS

#### 18.01 CONTINUATION OF WAGES, HOURS, AND WORKING CONDITIONS

The parties agree that the only changes in terms and conditions of employment intended pursuant to this MOU are those specifically provided herein. Any policies, procedures, benefits, or past practices not herein addressed that affect wages, hours, and/or other terms and conditions of employment shall not be revised to adversely affect the employees covered by this agreement during the term of this MOU unless by mutual agreement of the parties.

## ARTICLE 19 POLICIES AND PROGRAMS

#### 19.01 NEPOTISM PROHIBITED

- 1. No person shall be appointed, promoted or hired into a position in the Police Department when that person's relative already holds a position in the Police Department and such employment would result in a direct supervisor-subordinate relationship.
- A direct supervisor-subordinate relationship is one in which one person is responsible
  for the day-to-day supervision and control of the other person, or is in their direct chain
  of command. Collateral assignments and occasional, overtime or temporary
  assignments are not considered to violate this policy.
- 3. For purposes of this section, "relative" means spouse, child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law or sister-in-law.

Page 16 of 18

4. If two Police Department employees marry, the Department reserves the right to transfer the employees with the least City seniority to another assignment within the Police Department that is consistent with this policy, and to which a sworn employee would usually be assigned, without loss of pay or benefits.

5. If a member of the Association marries the Police Chief or Police Captain (when there is only one Captain) and no transfer within the police department is possible where the married employees are not in violation of paragraphs A and B, above, the employee with the least City seniority may be transferred to another Department within the City. If no such transfer is possible, that employee may be separated from service.

#### 19.02 OTHER POLICIES

The parties agree that during the term of the agreement they shall work in good faith with one another to create or modify, as applicable, the nepotism, fraternization, social media, and administrative appeals policies of the City. Any such policies shall be implemented or modified by mutual agreement of the parties.

The City will complete a Classification and Compensation study by June 30, 2016, which will be shared with the bargaining unit upon completion.

## ARTICLE 20 PUBLICATION OF AGREEMENT

#### 20.01 PUBLICATION OF AGREEMENT

It is agreed that the City shall furnish each unit member one copy of this agreement.

(SIGNATURE PAGE TO FOLLOW)

Page 17 of 18

**Finance Director** 

CITY OF SAN FERNANDO		SAN FERNANDO POLICE ASSOCIATION POLICE MA UNIT (SFPOA PMU)	OFFICERS NAGEMENT
Brian Saeki City Manger	Date	Nichole Hanchett Lieutenant	Date
Chris Marcarello Deputy City Manager/ Public Works Director	Date	Christian Colelli Lieutenant	Date
Nick Kimball	Date	Robert M. Wexler	Date

SFPOA PMU Attorney

MOU: SFPOA PMU (2015 - 2019) EXHIBIT "A"

Page 18 of 18

## **SALARY SCHEDULE**

**Current Salary Range** 

Class	Sal. Range	Step A	Step B	Step C	Step D	Step E
Police Lieutenant	70MP	8048	8451	8872	9316	9783

Effective 7/1/15 – New Salary Range Plus 1%

Class	Sal. Range	Step A	Step B	Step C	Step D	Step E
Police Lieutenant	TBD	8941	9388	9857	10350	10868

Effective 7/1/16 - 1.5% COLA

Class	Sal. Range	Step A	Step B	Step C	Step D	Step E
Police Lieutenant	TBD	9075	9529	10005	10505	11031

## **Effective 7/1/17 – 2% COLA**

Class	Sal. Range	Step A	Step B	Step C	Step D	Step E
Police Lieutenant	TBD	9257	9719	10205	10716	11251

## **Effective 7/1/15 – 3% COLA**

Class	Sal. Range	Step A	Step B	Step C	Step D	Step E
Police Lieutenant	TBD	9535	10011	10512	11037	11589

#### **ATTACHMENT "B"**

#### **RESOLUTION NO. 7690**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

**WHEREAS,** the governing body of the City of San Fernando has the authority to implement Government Code Section 20691;

**WHEREAS,** the governing body of the City of San Fernando has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

**WHEREAS,** one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of San Fernando of a Resolution to commence said Employer Paid Member Contributions (EPMC);

**WHEREAS,** the governing body of the City of San Fernando has identified the following conditions for the purpose of its election to pay EPMC;

- This benefit shall apply to all local police lieutenants and police chief (also referred to as "classic" safety members) that are under the 3% @ 50 and 3% @ 55 retirement formula. It does not apply to "new" members hired on or after January 1, 2013 that are under the 2.7% @ 57 retirement formula.
- This benefit shall consist of paying, as scheduled below, the following specified normal member contributions as EPMC:

For classic safety members under 3% @ 50 and 3% @ 55, respectively, the City shall pay as follows:

Effective July 11, 2015: 6.5% of normal member contributions Effective June 25, 2016: 8.0% of normal member contributions Effective June 24, 2017: 9.0% of normal member contributions

• The effective date of this Resolution shall be July 11, 2015.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER that the governing body of the City of San Fernando elects to pay EPMC, as set forth above.

**PASSED, APPROVED, AND ADOPTED** this 3<sup>rd</sup> day of August, 2015.

ATTEST:	
Elena G. Chávez, City Clerk	
STATE OF CALIFORNIA COUNTY OF LOS ANGELES CITY OF SAN FERNANDO	) ) ss )
	at the foregoing Resolution was approved and adopted at a l held on the 3 <sup>rd</sup> day of August, 2015, by the following vote to
AYES:	
NOES:	
ABSENT:	
Elena G. Chávez, City Clerk	<u> </u>

This Page
Intentionally
Left Blank



# AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

Date: August 3, 2015

Subject: Consideration to Adopt Resolution No. 7692 Establishing a Four-year Executive

Compensation Plan for Department Head Classifications and Approval of Resolution No. 7689 Implementing the Employer Paid Member Contribution

Provisions of the Proposed Executive Compensation Plan

## **RECOMMENDATION:**

It is recommended that the City Council:

- a. Adopt Resolution No. 7692 establishing a four-year Executive Compensation Plan for Department Head classifications;
- b. Adopt Resolution No. 7689 implementing cost sharing for Employer Paid Member Contributions per the proposed Executive Compensation Plan; and
- c. Authorize the City Manager to make non-substantive corrections and execute all related documents.

#### **BACKGROUND:**

- 1. In December 2009, the City and San Fernando Management Group (SFMG) executed a three year Memorandum of Understanding (MOU) for the term of July 1, 2009 through June 30, 2012 (Contract No. 1631), which included all Department Head classifications.
- 2. In October 2011, the City and SFMG executed a Side Letter Agreement (Contract No. 1631a) to amend the existing MOU to increase unit employee's contribution toward their retirement benefits to 50% of the employee contribution and eliminate tuition reimbursement for the fiscal year 2011-2012.
- 3. In September 2012, the City and SFMG executed Side Letter Agreement (Contract No. 1631b) extending the terms of the existing MOU through June 30, 2014 and capping the City's contribution for medical insurance for active employees and retirees at the cost of the highest HMO plan for the Los Angeles Area Region.

Consideration to Adopt Resolution No. 7692 Establishing a Four-year Executive Compensation Plan for Department Head Classifications and Approval of Resolution No. 7689 Implementing the Employer Paid Member Contribution Provisions of the Proposed Executive Compensation Plan.

Page 2 of 4

- 4. In September 2012, the City and SFMG executed a Side Letter Agreement (Contract No. 1631c) to memorialize both parties' intent to neither abrogate nor otherwise modify any current retiree's vested health insurance benefits under the existing MOU.
- 5. In June 2013, the City and SFMG executed a Side Letter Agreement (Contract No. 1631d) agreeing to eighteen (18) furlough days between July 1, 2014 and March 31, 2014.
- 6. In July 2013, the City adopted Ordinance No. 1627 which changed the City's form of government from a City Administrator form of government to the City Manager form of government. Included in that Ordinance is a definition of "Department Heads" that identifies department heads as not being members of a bargaining unit.
- 7. In June 2014, the City and SFMG executed a Side Letter Agreement (Contract No. 1631e) extending the terms of the existing MOU through June 30, 2015.
- 8. In March 2015, the City and SFMG met to begin negotiations for a new MOU.
- 9. On July 16, 2015, the City and members of the SFMG held a meet and confer conference regarding the representation status of Department Head classifications within SFMG. SFMG agreed that City Ordinance No. 1627 mandates that Department Head classifications are not represented members of a bargaining unit and are excluded from civil service. Consequently, the San Fernando Management Group, SEIU Local 721 voted to remove the Deputy City Manager/Public Works Director, Community Development Director, Finance Director, and Recreation and Community Services Director from the bargaining unit, effective July 16, 2015.
- 10. Notice of the meet and confer and subsequent vote to remove the Department Head classifications from SFMG was submitted to the President of SEIU Local 721 on July 23, 2015 via email.

## **ANALYSIS:**

The MOU with SFMG has been in effect since July 2009. With the expiration of the current MOU, and in accordance with Ordinance No. 1627 adopted in July 2013, the Department Heads are being removed from the MOU with SFMG and the salary and benefit compensation package for Department Heads is being adopted by Resolution (Attachment "A") rather than through a negotiated MOU.

The proposed compensation package addresses some of the City's long-term issues, including implementation of a cafeteria style health insurance system for existing employees and

Consideration to Adopt Resolution No. 7692 Establishing a Four-year Executive Compensation Plan for Department Head Classifications and Approval of Resolution No. 7689 Implementing the Employer Paid Member Contribution Provisions of the Proposed Executive Compensation Plan.

Page 3 of 4

converts the retiree health program for employees hired after July 1, 2015 from a defined benefit plan to a defined contribution plan, while providing modest compensation to employees.

The most significant terms are highlighted below:

- 1. Four year term covering the period July 1, 2015 through June 30, 2019;
- 2. Cost of Living Adjustments;

o Year 1: 0.0%

o Year 2: 1.0%

o Year 3: 1.5%

o Year 4: 2.0%

3. Increase City's Employer Paid Member Contribution for CalPERS retirement benefits;

o Year 1: Increase by 2.0%

o Year 2: Increase by 1.0%

Year 3: Increase by 0.5%

o Year 4: No increase

4. Implement a full flex cafeteria plan for all active employees. Unit employees shall receive a monthly flex dollar allowance (see table below) to purchase medical, dental and vision benefits offered through the City's insurance plans. In the event that premiums and/or costs for the selected benefits exceed the monthly flex dollar allowance, the balance will be paid by the employee through automatic pre-tax payroll deduction:

	Januar	y 1, 2016	Janu	ary 1, 2017	Jan	uary 1, 2018	Janu	uary 1, 2019
Employee only:	\$	750	\$	765	\$	780	\$	795
Employee + 1:	\$	1,300	\$	1,325	\$	1,350	\$	1,375
Family:	\$	1,750	\$	1,785	\$	1,820	\$	1,855

- 5. Implement new Tier of retiree health care benefits for new unit employees hired after July 1, 2015. After meeting vesting requirements (i.e. 10 years), new employees will only receive the minimum benefits allowed by PERS, which is currently \$122 per month;
- 6. New employees that are only eligible for the minimum retiree health benefits will receive \$100/month in a Retiree Medical Trust or Retiree Health Savings Plan, to be established in the coming fiscal year;
- 7. Unit employees will receive an annual reimbursement for eligible wellness expenses up to \$600/year.

Consideration to Adopt Resolution No. 7692 Establishing a Four-year Executive Compensation Plan for Department Head Classifications and Approval of Resolution No. 7689 Implementing the Employer Paid Member Contribution Provisions of the Proposed Executive Compensation Plan.

Page 4 of 4

- 8. In lieu of submitting mileage reimbursement for attendance at off-site meetings, conferences, professional development and any other business related travel, Department Heads will receive a car allowance of \$300/month;
- 9. In lieu of receiving a City issued cell phone, Department Heads may elect to receive a technology reimbursement of \$100/month; and
- 10. If a Department Head is dismissed or discharged during the term of the agreement without cause, the City will provide the employee up to three (3) months of severance pay. Severance will be calculated based on years of service with the City at a rate of one (1) month per one (1) year of service.

# **BUDGET IMPACT:**

The total annual net additional cost of the proposed Resolution is outlined in the table below:

Fiscal Year		<b>General Fund</b>		Retirement	
			Fur	nd	
2015-2016	\$	19,750	\$	11,000	
2016-2017 Additional Cost	\$	17,000	\$	5,400	
2017-2018 Additional Cost	\$	9,225	\$	3,650	
2018-2019 Additional Cost	\$	12,050	\$	1,750	

The largest impact to the General Fund is in the first two years of the contract due primarily to the conversion to a cafeteria style health plan; however, due to the capped increase in health care costs to the City resulting from a cafeteria style plan, General Fund expenses decrease in the outer years. Sufficient contingency funds are included in the fiscal year 2015-2016 Adopted Budget to cover the first year of the MOU.

# **CONCLUSION:**

Staff believes the proposed Resolution between the City and Department Heads represents a balanced agreement that provides fair compensation to Executive Management employees in exchange for concessions that will limit the City's long-term health care exposure and improve the City's long-term stability.

## **ATTACHMENTS:**

- A. Resolution No. 7692
- B. Resolution No. 7689

# **ATTACHMENT "A"**

# **RESOLUTION NO. 7692**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ESTABLISHING THE SALARY AND BENEFITS FOR EMPLOYEES IN CLASSIFICATIONS DESIGNATED AS DEPARTMENT HEADS

**WHEREAS,** under California State law, the City Council is vested with the authority to designate classifications as being Department Heads; and

**WHEREAS**, the City Council; has established and designated the following classifications as Department Heads: (1) Deputy City Manager/Director of Public Works; (2) Director of Community Development; (3) Director of Finance; and (4) Director of Recreation and Community Service; and

**WHEREAS,** the classifications designated as Department Heads of the City of San Fernando are critical to the City's efficient and effective operations, the City Council recognizes the management nature and responsibilities of the positions; and

**WHEREAS**, the City Council desires to provide competitive benefits to its employees; and

WHEREAS, the terms and conditions of employment for the Department Heads were previously set forth in a Memorandum of Understanding between the City of San Fernando and the Management Bargaining Unit; and

**WHEREAS**, the City of San Fernando intends to provide adjustments effective the first day of the first pay period beginning after July 1, 2015 to employees in Department Head classifications; and

**WHEREAS**, the City Council has determined that it is appropriate to provide the same economic adjustments to employees in Department Head classifications that are consistent with negotiated provisions in other recognized bargaining units in the City; and

**WHEREAS**, the City of San Fernando intends to provide the same or equivalent economic adjustments to employees in Department Head classifications as those negotiated by other recognized bargaining units in the City.

**NOW THEREFORE,** the City Council of the City of San Fernando, California, hereby resolves to approve the wages, benefits, and terms and conditions of employment for the employees in Department Head classifications as outlined in the attached "Exhibit A":

# **PASSED, APPROVED, AND ADOPTED** this 3<sup>rd</sup> day of August, 2015.

ATTEST:	Joel Fajardo, Mayor
Elena G. Chávez, City Clerk	
STATE OF CALIFORNIA COUNTY OF LOS ANGELES CITY OF SAN FERNANDO	) ) ss )
	at the foregoing Resolution was approved and adopted at a l held on the 3 <sup>rd</sup> day of August, 2015, by the following vote to
AYES:	
NOES:	
ABSENT:	
Elena G. Chávez, City Clerk	<u> </u>

# **EXHIBIT "A"**

Upon the City Council's adoption of Resolution 7692, the compensation, benefits plan, and terms and conditions of employment for employees in classifications designated as Department Heads will be as set forth below.

## SECTION 1. DEPARTMENT HEAD CLASSIFICATIONS:

- Deputy City Manager/Director of Public Works
- Director of Community Development
- Director of Finance
- Director of Recreation and Community Services

# **SECTION 2. SALARY:**

The base salary for each employee subject to Resolution 7692 shall be adjusted as follows:

- No adjustment to base salary for fiscal year 2015-2016.
- Effective on the first day of the first pay period beginning after July 1, 2016, the employee's base salary shall be increased by one percent (1.0%).
- Effective on the first day of the first pay period beginning after July 1, 2017, the employee's base salary shall be increased by one and one-half percent (1.5%).
- Effective on the first day of the first pay period beginning after July 1, 2018, the employee's base salary shall be increased by two percent (2.0%).

# **SECTION 3. SPECIAL PAY:**

# Longevity

Department Heads that have completed 10 years of service from date of hire will receive an additional 3% above the base salary step.

Department Heads that have completed 20 years of service from date of hire will receive a total of 4% over and above the base salary.

Department Heads that have completed 30 years of service from date of hire will receive a total of 5% over and above the base salary.

Department Heads on leave of absence without pay, with the exception of Family & Medical Leave (FMLA), shall not have such leave time credited as service time for purposes of calculating the years of service.

# **Bilingual Pay**

Department Heads will receive bilingual pay in the amount of \$100 per month provided he or she has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on written and/or oral testing procedures as selected by the City.

# **Acting Pay**

Department Heads who, by written assignment, perform the duties of a position with a higher salary classification than that in which they are regularly employed shall receive the compensation specified for the position to which assigned, if performing the duties thereof for a period of fifteen (15) or more consecutive work days. The increased compensation shall be retroactive to the first day of said assignment, and at the step within the higher classification as will accord the employee an increase of at least 5% of his or her current regular compensation.

## SECTION 4. EMPLOYEE AND RETIREE INSURANCE BENEFITS:

# Medical, Dental and Vision Insurance for Active Employees

The City contracts with the California Public Employees' Retirement System (PERS) for medical insurance coverage. Eligible new hires are covered under the program on the first day of the month following enrollment. The City will contribute the Public Employee's Medical and Hospital Care Act (PEMHCA) statutory minimum on behalf of each participant in the program. A participant is defined as:

- 1. An enrolled employee and eligible dependents;
- 2. An enrolled retiree and eligible dependents; and
- 3. A surviving annuitant.

The City will provide Department Heads with a full flex cafeteria plan in accordance with IRS Code Section 125. Department Heads shall receive a monthly flex dollar allowance to purchase medical, dental and vision benefits offered through the City's insurance plans.

The monthly flex dollar allowance, inclusive of the statutory PEMHCA minimum, shall be:

	January 1, 2016	January 1, 2017	January 1, 2018	January 1, 2019
Employee only:	\$750	\$765	\$780	\$795
Employee + 1:	\$1,300	\$1,325	\$1,350	\$1,375
Family:	\$1,750	\$1,785	\$1,820	\$1,855

The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase benefits offered under the cafeteria plan and other supplementary products. After enrolling in a mandatory medical insurance plan, or opting out under the "Opt Out"

provision below, Department Heads have the option to waive the other benefits and have the excess flex dollars converted to taxable income or purchase other supplementary products.

In the event that premiums and/or costs for the selected benefits exceed the monthly flex dollar allowance, the balance will be paid by the employee through automatic pre-tax payroll deduction, as permitted under IRS Code Section 125.

If any bargaining unit negotiates a flex dollar allowance that exceeds the amounts identified above, the City will adjust the flex dollar allowance for Department Heads to match the higher flex dollar amount.

# Opt Out

Department Heads may elect to discontinue participation in the PERS Health Plan medical insurance coverage ("Opt Out"). The intent of this provision is to share premium savings that the City will incur as a result of a Department Head canceling City coverage.

Department Heads electing to waive City medical insurance coverage for themselves and all eligible family members must provide proof of coverage through another (non-City) benefit plan (e.g., spouse's coverage through another employer), and must waive any liability to the City for their decision to cease coverage under the City's medical insurance plan.

Upon proof of other coverage, Department Heads may elect to waive the City's medical insurance and use the above allotted single-party (Employee only) flex dollars toward other items in the full flex cafeteria plan or convert it to taxable income.

After electing to Opt Out, a Department Head who later requests to re-enroll under the City plan can only do so during the open enrollment period or after a qualifying event as permitted by the insurance carrier and Cafeteria Plan regulations.

For medical insurance plans, when a Department Head is the spouse of another benefited City employee, the affected employees shall have the option of:

- a. Each employee may elect a flex dollar amount of a single employee;
- b. One (1) employee may select a plan and list the spouse as a dependent under the twoparty or family coverage, as applicable and the remaining employee may opt-out as outlined above.

# Medical Insurance for Retirees

Effective upon approval of the necessary Resolution(s) by CalPERS, the City will create a two (2) tier structure for retiree medical insurance. The City will adopt a Resolution to implement a ten (10) year retiree medical insurance vesting schedule, pursuant to the provisions of California Government Code Section 22893.

1. <u>Retiree Medical Tier I</u>: Department Heads hired on or before June 30, 2015 and retire on or after July 1, 2015:

If the employee meets the vesting schedule set forth in California Government Code Section 22893, 100% paid medical insurance benefits for whatever plan is selected by the employee for himself/herself and eligible dependents, except that if the employee chooses the most expensive plan, the employee will be pay the difference in premiums.

2. Retiree Medical Tier II: Department Heads hired on or after July 1, 2015:

If the employee meets the vesting schedule set forth in California Government Code Section 22893, PEMHCA minimum (currently \$122 per month for 2015).

# Retiree Health Savings Account

For Department Heads that are in Retiree Medical Tier II as described above, the City will contribute \$100 per month into a Retiree Medical Trust (RMT) or Retiree Health Savings (RHS) Plan, whichever is designated by the City. An employee may elect to contribute an additional amount to the RMT or RHS, at his or her option. The City will work to implement a RMT or RHS prior to June 30, 2016.

# Life Insurance

The City shall provide all Department Heads with a \$50,000 Basic Life and AD&D insurance policy at no cost to the employee.

# **SECTION 5. RETIREMENT:**

The City shall provide retirement benefits to eligible employees through the California Public Employees' Retirement System (CalPERS) as follows: The definition of "new" member and "classic" member are set forth in the Public Employee Pension Reform Act of 2013 (PEPRA).

First Tier: "Classic" members hired prior to November 12, 2005 will receive the 3% at 60, single highest year compensation retirement calculation.

Second Tier: "Classic" members hired on or after November 12, 2005 will receive the 2% at 55, final 36-month average compensation retirement calculation.

Third Tier: "New" members hired on or after January 1, 2013 will receive the 2% at 62, final 36-month average compensation retirement compensation retirement calculation.

In accordance with the existing contracts with CalPERS, the City shall provide the following retirement benefits to employees:

- a. Fourth Level of 1959 Survivor Benefits (Government Code Section 21574).
- b. 5% Cost of Living Allowance (COLA) for employees hired on or before November 12, 2005; and 3% COLA for employees hired after November 12, 2005 (Government Code Section 21335).
- c. Credit for unused sick leave for employees as per CalPERS guidelines (Government Code Section 20965).

# **Employer Paid Member Contributions**

Effective upon CalPERS' approval of the necessary Resolutions, but not before the payroll period containing July 1, 2015, the City shall pay 6.0% for First Tier CalPERS members and 5.5% for Second Tier CalPERS members toward the employee's required CalPERS contribution.

Effective on the first day of the payroll period containing July 1, 2016, the City shall pay 7.0% for First Tier CalPERS members and 6.5% for Second Tier CalPERS members toward the employee's required CalPERS contribution.

Effective on the first day of the payroll period containing July 1, 2017, and thereafter, the City shall pay 7.5% for First Tier CalPERS members and 7.0% for Second Tier CalPERS members toward the employee's required CalPERS contribution.

The City's payments, above, shall be treated as a "pick up" of employee contributions pursuant to IRC 414(h)(2).

The City shall continue to report the value of the Employer Paid Member Contribution to CalPERS as compensation earnable on behalf of each employee, pursuant to California Government Code Section 20636(c)(4).

In accordance with PEPRA, "New" CalPERS members shall pay, by pre-tax payroll deduction, the full employee contribution of 50% of the total normal cost.

## **SECTION 6. LEAVE BENEFITS:**

# Management Leave

Management leaves provides a means of compensation for hours worked by exempt employees beyond their normal work schedule. The City shall provide Department Heads with one hundred twenty (120) hours Management Leave per year credited each January 1. Management Leave must be used in the year earned and cannot be carried over from one calendar year to the next. Unused management leave hours will be cashed out in December of each year at the employee's

current rate of pay. At the time of separation, any unused management leave hours will be paid at the employee's current rate of pay.

# Annual Leave

Department Heads earn Annual Leave in lieu of vacation and sick leave. Annual Leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

The City shall provide for Annual Leave to accrue on a payroll to payroll basis prorated in accordance with the following rates.

```
0 – 4 years of City service: 6.15 hours per pay period (160/year)
```

5 – 9 years of City service: 7.69 hours per pay period (200/year)

10 or more years of City service: 9.23 hours per pay period (240/year)

Department Heads who have pre-existing sick leave and/or vacation accrual balance shall convert sick leave to annual leave at the rate of one hour of sick leave to 0.5 hours of annual leave; and convert vacation to annual leave at the rate of one hour of vacation to one hour of annual leave.

Department Heads may, at the employee's discretion, accrue up to eight hundred (800) hours of Annual Leave. Upon separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

## Holiday Leave

(1)

Mary Voor's Day

Each Department Head shall be entitled to the following holidays with pay (8 hours per holiday):

(7) Lohor Dov

(1)	New Year's Day	(7)	Labor Day
(2)	Martin Luther King, Jr. Birthday	(8)	Veteran's Day
(3)	President's Day	(9)	Thanksgiving Day
(4)	Cesar Chavez's Birthday	(10)	Day after Thanksgiving
(5)	Memorial Day	(11)	Christmas Day
(6)	Independence Day	(12)	Floating Holiday

Floating holiday hours are credited each January 1 and must be used before December 30. Unused floating holiday hours are not carried forward.

# Bereavement Leave

Department Heads shall be permitted to use up to five (5) days of paid bereavement leave following the death of an immediate family member and one (1) paid day following the death of an extended family member.

For the purposes of this benefit, "Immediate Family" shall mean grandparent, parent, child, sibling, spouse, or registered domestic partner as permitted by California law, or any person living in the household. Proof of residence may be required. "Parent" shall mean biological, foster, or adoptive parent, stepparent, legal guardian or person who has parental rights to employee. "Child" shall mean a biological, adopted, or foster child, stepchild, legal ward or a child of a person who has parent's rights.

For the purpose of implementing this benefit, "Extended Family" shall mean: Aunts, Uncles, and Cousins, god-parents or god-parent equivalent.

The City Manager may authorize additional days of leave for bereavement purposes on an asneeded basis.

## **SECTION 7. WORK SCHEDULE:**

Department Heads shall devote not less than 40 hours per week to assigned duties. It is recognized that Department Heads may need to devote more time outside of normal office hours for the benefit of the City.

# **SECTION 8. REIMBURSEMENTS:**

# **Tuition Reimbursements**

The City shall reimburse Department Heads for pre-approved courses to a maximum of \$3,000 per fiscal year. Approval must be obtained from the City Manager prior to enrolling in the course. Requests for reimbursement and approval must be in accordance with the City's policy on tuition reimbursement.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "B" grade and commit to continued service (employment) to the City of San Fernando for the equivalent of the school units, not to exceed two (2) years.

# Wellness Reimbursement

To encourage the health and well-being of employees, the City shall reimburse certain wellness expenses in an amount not to exceed \$600 each fiscal year. Employees must request reimbursement using a City approved form and supply valid receipts at time of reimbursement. Unused funds will not be carried over to the following fiscal year.

The following are reimbursable items under this section:

- Medical examination by the health provider of the employee's choice.
- Membership in a health club or fitness center.

- Other formal wellness programs provided by professionals (e.g. smoking cessation, weight control, nutrition, or similar programs.)
- Reimbursement for employee or eligible dependent medical expenses (deductibles or copayments) not covered by the employee's health, dental, or vision insurance.
- Reimbursement for medical, vision, and dental insurance premiums in excess of the monthly flex dollar allowance, if applicable.
- Additional contact lenses, prescription glasses, or prescription sunglasses not covered by medical or vision insurance.
- Dental work (included orthodontia) for employee or eligible dependents not covered by medical or dental insurance.
- Registration fees for health classes (e.g. yoga, cross fit, etc.).
- Entrance fees for competitive sporting events (e.g. bicycle or running race, mud run competition, et cetera).

# **Technology Reimbursement**

Department Heads may elect to receive a technology reimbursement of \$100/month in lieu of a City issued cell phone. Department Heads that continue to receive a City issued cell phone will not receive the reimbursement.

## **SECTION 9. CAR ALLOWANCE:**

Department Heads will receive a City-provided vehicle or car allowance of \$300/month as compensation for attendance at off-site meetings, conferences, professional development, and any other business-related travel. Department Heads receiving a City-provided vehicle or car allowance will not be reimbursed for mileage.

# **SECTION 10. SEVERANCE PAY:**

Department Heads are considered at-will employees and serve at the pleasure of the City Manager. If a Department Head is dismissed or discharged without cause, the City will provide the employee up to three (3) months' severance pay. Severance pay shall be calculated on base salary only, and on years of service with the City at a rate of one (1) month per one (1) year of service. In the event a Department Head is dismissed for cause, the City shall have no obligation to pay severance benefits.

All Department Heads hired before July 1, 2015 will earn one month severance pay upon adoption of this resolution and will earn another month each July 1<sup>st</sup> thereafter, up to three total months. Department Heads hired on or after July 1, 2015 will earn one month severance pay upon the one-year anniversary of their hire date, and each anniversary thereafter, up to three total months.

After receiving written notice of dismissal from the City, Department Heads may elect to be placed on administrative leave for an amount of time equal to their earned severance pay (i.e. up to three months) instead of receiving a lump-sum payout. The employee must notify the City of their election within three (3) business days of receiving written notice of dismissal.

## **SECTION 11. EMPLOYMENT CONTRACTS:**

The City Manager, with the approval as to form by the City Attorney, may execute a separate employment contract with any Department Head provided the benefits included in the contract do not exceed the benefits listed in this Exhibit. Benefits listed in this Exhibit shall govern unless otherwise provided in the Department Head's employment contract.

# SECTION 12. PROVISIONS OF LAW AND SEVERABILITY:

The parties agree that this Resolution is subject to all current and future applicable federal, state, and local laws.

If any article, part, or provision of this Resolution is in conflict with or inconsistent with applicable provisions of federal, state or local law or is otherwise held to be invalid or unenforceable by a court of competent jurisdiction, such article, part, or provision thereof shall be suspended or superseded by such applicable law or regulation, and the remainder of the Resolution shall not be affected thereby.

#### **RESOLUTION NO. 7689**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

**WHEREAS,** the governing body of the City of San Fernando has the authority to implement Government Code Section 20691;

**WHEREAS,** the governing body of the City of San Fernando has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

**WHEREAS,** one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of San Fernando of a Resolution to commence said Employer Paid Member Contributions (EPMC);

**WHEREAS,** the governing body of the City of San Fernando has identified the following conditions for the purpose of its election to pay EPMC;

- This benefit shall apply to all non-sworn Department Heads and the City Manager (also referred to as "classic" miscellaneous members) that are under the 3% @ 60 and 2% @ 55 retirement formula. It does not apply to "new" members hired on or after January 1, 2013 that are under the 2% @ 62 retirement formula.
- This benefit shall consist of paying, as scheduled below, the following specified normal member contributions as EPMC:

For non-sworn Department Heads and the City Manager under 3% @ 60, the City shall pay as follows:

Effective July 11, 2015: 6.0% of normal member contributions Effective June 25, 2016: 7.0% of normal member contributions Effective June 24, 2017: 7.5% of normal member contributions

For non-sworn Department Heads and the City Manager under 2% @ 55 retirement formula, the City shall pay as follows:

Effective July 11, 2015: 5.5% of normal member contributions Effective June 25, 2016: 6.5% of normal member contributions Effective June 24, 2017: 7.0% of normal member contributions

• The effective date of this Resolution shall be July 11, 2015.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER that the governing body of the City of San Fernando elects to pay EPMC, as set forth above.

**PASSED, APPROVED, AND ADOPTED** this 3<sup>rd</sup> day of August, 2015.

	Joel Fajardo, Mayor
ATTEST:	
Elena G. Chávez, City Clerk	
STATE OF CALIFORNIA COUNTY OF LOS ANGELES CITY OF SAN FERNANDO	) ) ss )
I HEREBY CERTIFY th regular meeting of the City Council wit:	at the foregoing Resolution was approved and adopted at a l held on the 3 <sup>rd</sup> day of August, 2015, by the following vote to
AYES:	
NOES:	
ABSENT:	
Elena G. Chávez, City Clerk	

This Page
Intentionally
Left Blank

This Page
Intentionally
Left Blank



# AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

By: Chris Marcarello, Deputy City Manager/Public Works Director

Date: August 3, 2015

Subject: Consideration of Fiscal Year (FY) 2015-2016 Landscaping and Lighting Assessment

District Public Hearing and Confirmation of Assessment

#### **RECOMMENDATION:**

It is recommended that the City Council:

- Conduct a Public Hearing by following the attached Order of Procedure (Attachment "A");
- b. Adopt Resolution No. 7685 (Attachment "B") ordering the continued maintenance of the City's streetlights and confirming the annual assessment; and
- c. Adopt Resolution No. 7686 (Attachment "C") approving the Final Engineer's Report for the FY 2015-2016 Landscaping and Lighting Assessment District (LLAD).

# **BACKGROUND:**

- 1. On March 16, 2015, the City Council adopted Resolution No. 7667 to initiate the annual District levy proceedings and order the preparation of the Engineer's Report for the FY 2015-2016. Assessments under the LLAD are to be used for street lighting purposes only.
- 2. On May 18, 2015, the City Council adopted Resolution No. 7676. This Resolution approved the Engineer's Report for the FY 2015-2016 LLAD.
- 3. On May 18, 2015, the City Council adopted Resolution No. 7677 declaring the City Council's intention to order the annual assessments for FY 2015-2016 LLAD and setting a Public Hearing date for July 6, 2015. Due to the cancellation of this meeting, the approval of Resolution No. 7691 was necessary to set a new Public Hearing date for August 3, 2015

Consideration of Fiscal Year (FY) 2015-2016 Landscaping and Lighting Assessment District Public Hearing and Confirmation of Assessment

Page 2 of 3

## **ANALYSIS:**

Staff has prepared the formal "Order of Procedure" for the Public Hearing. At the conclusion of the Public Hearing, the City Council may adopt the attached Resolutions ordering the continued maintenance of certain streetlights and confirming the annual assessments.

If adopted, the Resolution (confirming the assessments) authorizes staff to proceed with further review for accuracy including a final review of the parcel exception list, which is a compilation of all the parcel numbering and name changes occurring between last year and this year. The Resolution also authorizes staff to instruct the engineering consultant to send the final electronic file and hardcopy database with all the appropriate information to the Los Angeles County Assessor's Office. This must be done by August 31, 2015, so that the assessment can be included in the upcoming property tax bills.

The legally required 10-day notification for the Public Hearing has been published in <u>The San Fernando Valley Sun</u> and proof of publication is on file in the office of the City Engineer. Once the City Council adopts the Resolution confirming the assessments, staff may proceed with finalizing the FY 2015-2016 LLAD.

#### **BUDGET IMPACT:**

Per the Engineer's Report, the total LLAD operations and maintenance costs for FY 2015-2016 are estimated at \$391,029. The proposed LLAD levy is estimated to be \$331,012 and represents the maximum assessment rates as approved by property owners in 2003.

The \$60,017 balance of the costs represents the City's share of benefits received from the lighting system. Staff has included this cost in the FY 2015-2016 proposed budget and said cost will be funded by the General Fund.

## **CONCLUSION:**

The Engineer's Report prepared by Willdan Financial Services for FY 2015-2016 is acceptable to City staff, and it is therefore recommended that the City Council adopt the Resolution ordering the continued maintenance of the City's streetlights and confirming the annual assessment.

The Engineer's Report and Summary Listings (parcel number, address, and assessment amounts) are on file with the City Engineer for public review. The projected revenues and expenditures are also summarized in the Engineer's Report and the appropriate budget amounts have been incorporated into the preliminary FY 2015-2016 budget.

Consideration of Fiscal Year (FY) 2015-2016 Landscaping and Lighting Assessment District Public Hearing and Confirmation of Assessment

Page 3 of 3

# **ATTACHMENTS:**

- A. Public Hearing Order of Procedure
- B. Resolution No. 7685
- C. Resolution No. 7686

## **ATTACHMENT "A"**

# CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT DATE OF PUBLIC HEARING – AUGUST 3, 2015

# ORDER OF PROCEDURE

CITY CLERK Announce that this is the time and place for the hearing of protests,

objections or comments to the levy of assessments for Fiscal Year 2015-2016 for the City of San Fernando Landscaping and Lighting

Assessment District.

CITY CLERK Announce that notice of this Hearing has been given pursuant to the

provisions of the "Landscaping and Lighting Act of 1972," being Part 2 of Division 15 of the Streets and Highways Code of the State of California, and that the "Affidavit of Publication" is on file in the

City Clerk's office.

MAYOR AND COUNCIL Motion to receive and file the affidavit.

ENGINEER Presentation of Engineer's Report and explanation as to method of

assessment for the annual levy.

CITY CLERK Announce the number of written protests received, if any, then

announce that copies have been delivered to each member of the

City Council,

OR

Summarize the contents thereof.

MAYOR First ask to hear from those who have filed a written protest.

Next ask to hear from those who wish to speak against the

proceedings.

Then ask to hear from anyone who wishes to speak in favor of the

proceedings.

OPPORTUNITY FOR REBUTTAL.

MAYOR AND COUNCIL Discussion.

MAYOR AND COUNCIL Declare the Public Hearing CLOSED.

MAYOR AND COUNCIL By Motion, rule on all protests.

MAYOR AND COUNCIL Adopt the RESOLUTION ORDERING ASSESSMENTS.

## **ATTACHMENT "B"**

# **RESOLUTION NO. 7685**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ORDERING THE CONTINUED MAINTENANCE OF CERTAIN STREETLIGHTS IN THE CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND CONFIRMING AN ANNUAL ASSESSMENT FOR FISCAL YEAR 2015-2016

**WHEREAS,** this City Council has previously ordered the formation of a district pursuant to the terms and provisions of the "Landscaping and Lighting Act of 1972," being Part 2 of Division 15 of the Streets and Highways Code of the State of California known and designated as the CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT (hereinafter referred to as the "District"); and

WHEREAS, this City Council has initiated proceedings to levy an annual assessment within the District for the 2015-2016 Fiscal Year and ordered the preparation of an Engineer's Report in connection therewith, and the City Engineer has prepared and filed with the City Clerk an Engineer's Report adopted as Resolution No. 7676 pursuant to law for its consideration. Subsequently thereto this City Council did approve said report and adopt its Resolution of Intention to Levy and Collect Assessments within the City of San Fernando Landscaping and Lighting Assessment District and to carry on all other proceedings necessary for the levy of annual assessment for the District, and further, did proceed to give notice of the time and place for a Public Hearing on the question of the levy of the proposed assessment; and

**WHEREAS,** at this time this City Council has heard all testimony and evidence and is desirous of proceeding with the levy of annual assessments for said District.

# NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

**Section 1:** That the above recitals are all true and correct.

**Section 2:** That based upon its review of the Engineer's Report and other reports and information, the City Council hereby finds and determines that the land within the District will be benefited by the improvement described in the Report and that the net amount to be assessed upon the land within the District for Fiscal Year 2015-2016, in accordance with the Report, is apportioned by formula and method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

**Section 3:** That this City Council hereby orders the maintenance work be performed as set forth in the Engineer's Report and hereby orders the levy of an annual assessment for Fiscal Year 2015-2016 as shown, set forth, and described in the Report.

- **Section 4:** That the diagram and assessment as set forth and contained in said Report are hereby confirmed and adopted by this City Council.
- **Section 5:** That the adoption of this Resolution constitutes the levy of the assessment for the Fiscal Year commencing July 1, 2015 and ending June 30, 2016.
- **Section 6:** That the Cost Estimates, the Diagram of the District, the assessments, and all other matters as set forth in the Engineer's Report pursuant to said "Landscaping and Lighting Act of 1972," as submitted, are hereby approved and adopted by the City Council and hereby confirmed.
- **Section 7:** That the works of improvement and maintenance contemplated by the Resolution of Intention shall be performed pursuant to law, and the County Auditor shall enter on the County Assessment Roll the amount of the assessment, and said assessment shall then be collected.

After collection by said County, the net amount of the assessment shall be paid to the City Treasurer of the City.

- **Section 8:** That the City Treasurer has established a special fund known as the "CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT FUND" into which the City Treasurer shall place all monies collected by the Tax Collector pursuant to the provisions of this Resolution and law, and said transfer shall be made and accomplished as soon as said monies have been made available to said City Treasurer.
- **Section 9:** That the City Clerk is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this Resolution upon its adoption.
- **Section 10:** That a certified copy of the assessment and diagram shall be filed in the Office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

PASSED, APPROVED, AND ADOPTED this 3<sup>rd</sup> day of August, 2015.

	Joel Fajardo, Mayor	
ATTEST:		
	_	

STATE OF CALIFORNIA	
COUNTY OF LOS ANGELES	) ss
CITY OF SAN FERNANDO	)
	at the foregoing Resolution was approved and adopted at a on the 3 <sup>rd</sup> day of August, 2015 by the following vote to wit:
AYES:	
NOES:	
ABSENT:	
Elena G. Chávez, City Clerk	

# **ATTACHMENT "C"**

## **RESOLUTION NO. 7686**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR FISCAL YEAR 2015-2016

The City Council of the City of San Fernando, California (hereafter referred to as City Council) hereby finds, determines, resolves and orders as follows:

WHEREAS, The City Council, pursuant to the provisions of *Part 2 of Division 15 of the California Streets and Highways Code*, did by previous Resolution order the Engineer, Willdan, to prepare and file a report in accordance with *Article 4 of Chapter 1 of Part 2 of Division 15 of the California Streets and Highways Code*, *commencing with Section 22565*, in connection with the levy and collection of assessments for the San Fernando Landscaping and Lighting Assessment District (hereafter referred to as the District) for the Fiscal Year commencing July 1, 2015 and ending June 30, 2016; and,

**WHEREAS,** The Engineer has prepared and filed with the City Clerk of the City of San Fernando and the City Clerk has presented to the City Council such report entitled "Engineer's Annual Levy Report, San Fernando Landscaping and Lighting Assessment District, Fiscal Year 2015-2016" (hereafter referred to as the Report); and,

**WHEREAS,** The City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and finds that the levy has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report.

# NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

- **Section 1:** The above recitals are all true and correct.
- **Section 2:** The Report as presented, consists of the following:
  - a) A Description of the District and Improvements.
  - b) The Annual Budget (Costs and Expenses of Services, Operations and Maintenance)
  - c) A Description of the Method of Apportionment resulting in an Assessment Rate per Levy Unit within said District for Fiscal Year 2015-2016.

**Section 3:** The Report as presented, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

	rk shall certify to the passage and adoption of this Resolution ll so reflect the presentation and final approval of the Report.
PASSED, APPROVED, AND AD	<b>OPTED</b> this 3 <sup>rd</sup> day of August, 2015.
	Joel Fajardo, Mayor
ATTEST:	Joei Pajardo, Mayor
Elena G. Chávez, City Clerk	
STATE OF CALIFORNIA COUNTY OF LOS ANGELES CITY OF SAN FERNANDO	) ) ss )
	the foregoing Resolution was adopted at a regular meeting of of August, 2015 by the following vote to wit:
AYES:	
NOES:	
ABSENT:	
Elena G. Chávez, City Clerk	

This Page
Intentionally
Left Blank



This Page
Intentionally
Left Blank



# AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

By: Fred Ramirez, Community Development Director

Date: August 3, 2015

Subject: Consideration of the Regional Congestion Management Program (CMP) Self-

Certification and Adoption of the City's 2015 CMP Local Development Report (LDR)

#### **RECOMMENDATION:**

It is recommended that the City Council:

a. Conduct a Public Hearing; and

b. Pending public testimony, adopt Resolution No. 7694 (Attachment "A") certifying that the City of San Fernando is in conformance with the Congestion Management Program (CMP) for Los Angeles County, and approving the City's 2015 CMP Local Development Report (Attachment "B") for the reporting period from June 1, 2014 to May 31, 2015.

# **BACKGROUND:**

- In June of 1990, the State legislature adopted legislation (Proposition 111) establishing the Congestion Management Program (CMP), a State mandated regional planning process intended to address regional congestion. The legislature determined that urban congestion was adversely impacting the economic vitality of the State of California and the quality of life in many regions and communities throughout the state. The 1992 CMP made the link between regional transportation, land use and air quality impacts attributed to local development.
- 2. On December 21, 1992, the City Council adopted Ordinance No. 1417 approving a Transportation Demand Management (TDM) Ordinance for the City of San Fernando, in conformance with the CMP for Los Angeles County. The TDM Ordinance provides for the inclusion of measures to reduce vehicle trips associated with new non-residential development. The objective of the ordinance is to have such new development include building and site design features that support the use of alternative modes of transportation other than single-occupant (driver-only) car trips (e.g., bicycle parking, preferred parking for carpools and vanpools, direct building access from the street for

# Consideration of the Regional Congestion Management Program (CMP) Self-Certification and Adoption of the City's 2015 CMP Local Development Report (LDR)

Page 2 of 6

pedestrians and transit patrons, and convenient transit waiting areas at or in close proximity to the proposed project sites). Also, it involves the implementation of specific building requirements that promote alternative modes of transportation and help alleviate congestion issues at the local and statewide level.

- 3. On November 1, 1993, the State legislature required that regional CMP's include a Land Use Analysis Program. This component of the CMP requires local jurisdictions to consider the impact of new developments on the regional transportation system as part of their decision-making process.
- 4. In 1994, the City of San Fernando like all other jurisdictions in Los Angeles County adopted resolutions providing for the annual tracking and reporting of all new development activity as required by the CMP Countywide Deficiency Plan. Annual recording periods are from June 1st through May 31st. New development recorded as part of the Local Development Report include: new development activity, new development adjustments, and exempted development activity.
- 5. On July 22, 2004, the Board of the Los Angeles County Metropolitan Transportation Authority, also known as "Metro", adopted the 2004 Congestion Management Program for Los Angeles County. This regional CMP required each municipality within the county to conduct a noticed public hearing and adopt a Resolution annually (by September 1) certifying that the municipality is adhering to the CMP implementation measures, and including a Local Development Report. During this time period, the Metro Board also authorized the Short Range Transportation Plan that included a nexus study to evaluate the feasibility of implementing a congestion mitigation fee. The fee is intended to ensure new growth directly mitigates its traffic impacts on the regional transportation system by helping fund local transportation improvements. The fee study is still ongoing.
- 6. On October 28, 2010, the Metro Board adopted the 2010 Congestion Management Program for Los Angeles County. The 2010 CMP summarizes the results of 18 years of CMP highway and transit monitoring and 15 years of monitoring local growth. CMP implementation guidelines for local jurisdictions are also contained in the 2010 CMP.
- 7. As in past years, a Public Hearing has been scheduled for the City Council to consider a Resolution certifying that the City is adhering to all applicable CMP implementation measures for the 2014-2015 reporting period. Staff has published a notice of such a Public Hearing by the City Council on July 23, 2015 in the San Fernando Sun newspaper.

Consideration of the Regional Congestion Management Program (CMP) Self-Certification and Adoption of the City's 2015 CMP Local Development Report (LDR)
Page 3 of 6

## **ANALYSIS:**

**CMP Planning Process Significance.** The CMP process was created to link local land use decisions with their impacts on regional transportation and air quality, and to develop a partnership among transportation decision-makers in devising appropriate transportation solutions that include all modes of travel (2010 Congestion Management Program for Los Angeles County, Pg. 4). (Source: <a href="http://www.metro.net/projects/congestion\_mgmt\_pgm/">http://www.metro.net/projects/congestion\_mgmt\_pgm/</a>.) The CMP requires local jurisdictions to consider the impact of new developments on the regional transportation system as part of their decision making process and report such impacts as part of the Local Development Report (LDR) submitted to Metro.

The City's reporting process is part of the CMP Land Use Analysis Program. The Program relies on the California Environmental Quality Act (CEQA) process to ensure that a mechanism is in place whereby a local community can consider the regional impact of new development on the CMP system.

To comply with the CMP Land Use Analysis Program requirement, the City on March 1, 1993, amended its local procedures for implementing CEQA guidelines (Resolution No. 5364) and incorporated the Land Use Analysis required language to assess project impacts on the regional transportation system (Resolution No. 6235). It is important to note that "self-certification" of conformance with the regional CMP is important to the City in order to preserve the City's eligibility to receive state gas tax funds and other state and federal funding for transportation improvements.

**Self-Certification.** In Los Angeles County, Metro is the regional agency designated by the State to adopt a CMP for this region, and to monitor and determine that local jurisdictions are in conformance with the countywide CMP. Municipalities are required to "self-certify" their conformance to local requirements of their regional CMP on an annual basis in order to continue receiving their portion of State gas tax money, and to preserve their eligibility for other state and Federal funding for transportation projects.

The proposed Resolution No. 7694 (Attachment "A") certifies that the City of San Fernando continues to carry out measures contained in the ordinance and resolutions adopted by the City Council in conformance with all the applicable requirements of the 2010 Congestion Management Program for Los Angeles County. It also approves the City's 2015 Local Development Report (LDR), which tracks the City's new development activity for the period from June 1, 2014 through May 31, 2015. The attached Resolution and 2015 LDR must be reviewed and approved by the City Council and submitted to the Metro by September 1, 2015.

**Current year "Local Development Report".** Metro is in the process of considering a new approach to the CMP's "Countywide Deficiency Plan" process. Prior to adoption of the CMP in 2004 and under the current 2010 CMP, the CMP's Countywide Deficiency Plan required a "Local

Consideration of the Regional Congestion Management Program (CMP) Self-Certification and Adoption of the City's 2015 CMP Local Development Report (LDR)

Page 4 of 6

Implementation Report" that specified CMP "credits" and "debits" for each jurisdiction. These numerical credits and debits were based on traffic congestion mitigating measures or capital improvements ("credits") and new development that could incrementally add to regional traffic congestion ("debits"), with each jurisdiction required to implement measures referred to as "transportation improvement strategies" to maintain a positive balance.

In August of 2003, in response to dissatisfaction with the Local Implementation Report process, Metro staff was directed by the Metro Board to prepare a nexus study to assess the feasibility of implementing a congestion mitigation fee program that would fund transportation improvements that mitigate deficiencies in the county's transportation system; and the requirement for local jurisdictions to prepare an annual Local Implementation Report was suspended for the meantime.

In September 2008, the Metro Board approved the Congestion Mitigation Fee Feasibility Study Report ("Study Report") to consider the implementation of a Congestion Mitigation Fee. The Study Report established the guidelines for the proposed program and the framework for working with local jurisdictions to identify local transportation projects with regional benefits, estimating project costs, and confirm growth forecasts that could be used as a basis for establishing a nexus for the development of a fee program. Metro staff is currently working with sub-regional Councils of Governments (COGs), local jurisdictions, the private sector, the Congestion Mitigation Fee Policy Advisory Committee (PAC) and other stakeholders to solicit input on the merits and feasibility of a creating and implementing a Congestion Mitigation Fee program that would work in Los Angeles County.

On October 28, 2010, the Metro Board adopted the 2010 CMP for Los Angeles County. The 2010 CMP summarizes 18 years of highway and transit monitoring and 15 years of monitoring local growth.

Metro staff has previously notified the City of San Fernando that while work on the Congestion Mitigation Fee feasibility study continues, the CMP Countywide Deficiency Plan requirement for maintaining a positive credit balance will continue to be suspended. As a result, cities are not required nor requested to report their transportation improvement strategies for the 2015 cycle.

Between September of 2008 and December of 2012, Metro has released the following reports as part of the Congestion Mitigation Fee Study analyzing the feasibility of mitigation fee measures for all land uses in eight sub-regional jurisdictions: the CMP Congestion Mitigation Fee Feasibility Study Report; Congestion Mitigation Fee Nexus Analysis Methodology Report; Sub-regional Economic Analysis Reports; and, the Pilot Nexus Study Reports.

In June 2013, the Board passed a motion directing the CEO to work with Sacramento legislative delegation to conduct a hearing as to whether "the CMP is still an appropriate, useful and

Consideration of the Regional Congestion Management Program (CMP) Self-Certification and Adoption of the City's 2015 CMP Local Development Report (LDR)

Page 5 of 6

consistent tool aligned with our state and regional objectives." The Board also directed to report back regarding any State findings and legislative changes to CMP statute, in consultation with the business and environmental communities, local jurisdictions and the Southern California Association of Governments (SCAG), and report with a recommendation on meeting CMP requirements.

A local CMP Stakeholder Workshop was held on March 4, 2014, to comply with the Board motion. Ninety-five stakeholders attended, including representatives of the business and development community, jurisdictions, Councils of Governments, active transportation representatives, SCAG, and others. A number of stakeholders proposed that Metro should be using new metrics such as those proposed by SB 743 to measure the performance of transportation investment. They stated that for the CMP to be relevant to present and future needs, the CMP needs to evolve to include these emerging metrics such as throughput and vehicles-miles-traveled. Therefore, Metro

staff will conduct a thorough evaluation of options, with a special focus on the emerging multimodal performance measures proposed under SB 743 that are expected to be released by the Governor's Office of Planning and Research (OPR) in the summer 2014.

As of the writing of this report, the CMP Deficiency Plan has been put on hold pending completion of the Congestion Mitigation Fee Study.

For the 2014-2015 reporting period, cities are still required to track and report new development activity that represents new net development after subtracting for building permit revocations or demolitions. Such new development generates "debits" under the transportation system impact monitoring component of the Countywide Deficiency Plan process. However, reporting of transportation improvements that were historically used to generate "credits" for the Countywide Deficiency Plan purposes are not required, and therefore cities are not currently required to maintain a positive credit balance as part of the "Transportation Mitigation and Improvement Reporting" process. During this time, no new credits will be earned by cities. Nonetheless, the City of San Fernando continues to maintain a positive credit balance.

After holding a noticed public hearing, cities must adopt a resolution self-certifying CMP conformance, and incorporating by reference the current reporting form known as the Local Development Report (LDR). The LDR is based on the prior Local Implementation Report from reporting cycles prior to 2004, but it requires cities to report information only on new net development and excludes the calculation of Countywide Deficiency Plan debits or credits.

**Local Development Report Results.** Even though the City of San Fernando will not accrue new credits during the current reporting period, it is staff's assessment that development activity (i.e., new construction versus demolition) that took place from June 1, 2014 through May 31, 2015, the City of San Fernando continues to maintain a surplus of credits under the CMP.

Consideration of the Regional Congestion Management Program (CMP) Self-Certification and Adoption of the City's 2015 CMP Local Development Report (LDR)
Page 6 of 6

During the reporting period, 10 single-family residential units were constructed totaling approximately 6,805 square feet of floor space while 5 commercial buildings and 2 office buildings were under construction totaling approximately 12,705 square feet. There were no units demolished during this reporting period.

**Environmental Assessment.** The City's development and adoption of the Congestion Management Program Local Development Report is exempt by statute (CEQA Guidelines Section 15061(b)(3) General Rule). It is determined with certainty that the adoption of the City's CMP LDR for 2015 will not have a significant effect on the environment as the project will not result in any new development or physical changes as they are required annual filings of information and reporting only.

#### **BUDGET IMPACT:**

Adoption of Resolution No. 7694 and the approval of the associated 2015 CMP LDR will have no impact on the City budget. The City is estimated to receive \$144,922 from gas tax funds during Fiscal Year 2015-2016, which is used to support capital improvement projects. Council approval of the City's 2015 CMP LDR and submittal of the LDR to Metro by September 1, 2015 will ensure that the City continues to receive State gas tax funds (per Streets and Highways Code, Section 2105) and preserve the City's eligibility for other transportation revenue from the State and Federal governments.

#### **CONCLUSION:**

Staff recommends that the City Council adopt Resolution No. 7694 (Attachment "A") finding that the City of San Fernando is in conformance with the Congestion Management Program (CMP) for Los Angeles County, and approve the City's 2015 Local Development Report (Attachment "B") for the reporting period from June 1, 2014 to May 31, 2015. This "self-certification" of conformance with the regional CMP will preserve the City's eligibility to receive State gas tax funds and other state and federal funding for transportation improvements.

#### **ATTACHMENTS:**

- A. Resolution No. 7694
- B. City of San Fernando 2015 CMP Local Development Report

#### **RESOLUTION NO. 7694**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, FINDING THE CITY TO BE IN CONFORMANCE WITH THE CONGESTION MANAGEMENT PROGRAM (CMP) AND ADOPTING THE CMP LOCAL DEVELOPMENT REPORT, IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 65089

**WHEREAS,** CMP statute requires the Los Angeles County Metropolitan Transportation Authority ("LACMTA"), acting as the Congestion Management Agency for Los Angeles County, to annually determine that the County and cities within the County are conforming to all CMP requirements; and

**WHEREAS,** LACMTA requires submittal of the CMP Local Development Report by September 1 of each year; and

**WHEREAS,** the San Fernando City Council held a noticed public hearing on August 3, 2015.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER AS FOLLOWS:

**SECTION 1.** That the City of San Fernando (the "City") has taken all of the following actions, and that the City is in conformance with all applicable requirements of the 2010 CMP adopted by the LACMTA Board on October 28, 2010.

The City has locally adopted and continues to implement a transportation demand management ordinance, consistent with the minimum requirements identified in the CMP Transportation Demand Management chapter.

The City has locally adopted and continues to implement a land use analysis program, consistent with the minimum requirements identified in the CMP Land Use Analysis Program chapter.

The City has adopted a Local Development Report (2015), attached hereto and made a part hereof, consistent with the requirements identified in the 2010 CMP. This report balances traffic congestion impacts due to growth within the City with transportation improvements, and demonstrates that the City is meeting its responsibilities under the Countywide Deficiency Plan consistent with the LACMTA Board adopted 2003 Short Range Transportation Plan.

**SECTION 2.** Reporting on compliance with a local congestion management program is not subject to the California Environmental Quality Act (CEQA), therefore the preparation and

adoption of the Local Development Report is exempt by statute (CEQA Guidelines Section 15061(b)(3) General Rule). It is determined with certainty that the adoption of the City's CMP LDR for 2015 will not have a significant effect on the environment as the project will not result in any new development or physical changes as they are required annual filings of information and reporting only.

**SECTION 3.** That the City Clerk shall certify to the adoption of this Resolution and shall forward a copy of this Resolution to the Los Angeles County Metropolitan Transportation Authority.

**PASSED, APPROVED, AND ADOPTED** this 3<sup>rd</sup> day of August, 2015. Joel Fajardo, Mayor **ATTEST:** Elena G. Chávez, City Clerk STATE OF CALIFORNIA **COUNTY OF LOS ANGELES** ) ss **CITY OF SAN FERNANDO** I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 3<sup>rd</sup> day of August, 2015, by the following vote to wit: **AYES: NOES: ABSENT:** 

Elena G. Chávez, City Clerk

**Date Prepared:** 

Attachment "B"

July 28, 2015

#### City of San Fernando

2015 CMP Local Development Report

Reporting Period: JUNE 1, 2014 - MAY 31, 2015

**Contact: Federico Ramirez, Community Development Director** 

Phone Number: 818-898-7316

**DEVELOPMENT TOTALS** 

CONGESTION MANAGEMENT PROGRAM
FOR LOS ANGELES COUNTY

#### **2015 DEFICIENCY PLAN SUMMARY**

\* IMPORTANT: All "#value!" cells on this page are automatically calculated.

Please do not enter data in these cells.

# RESIDENTIAL DEVELOPMENT ACTIVITY Single Family Residential Multi-Family Residential Group Quarters Dwelling Units 10.00 0.00

COMMERCIAL DEVELOPMENT ACTIVITY	1,000 Net Sq.Ft. <sup>2</sup>
Commercial (less than 300,000 sq.ft.)	0.00
Commercial (300,000 sq.ft. or more)	0.00
Freestanding Eating & Drinking	6.73

NON-RETAIL DEVELOPMENT ACTIVITY	1,000 Net Sq.Ft. <sup>2</sup>
Lodging	0.00
Industrial	0.00
Office (less than 50,000 sq.ft.)	5.97
Office (50,000-299,999 sq.ft.)	0.00
Office (300,000 sq.ft. or more)	0.00
Medical	0.00
Government	0.00
Institutional/Educational	0.00
University (# of students)	0.00

OTHER DEVELOPMENT ACTIVITY	Daily Trips
ENTER IF APPLICABLE	0.00
ENTER IF APPLICABLE	0.00
EXEMPTED DEVELOPMENT TOTALS	
Exempted Dwelling Units	0
Exempted Non-residential sq. ft. (in 1,000s)	0

This Page
Intentionally
Left Blank



This Page
Intentionally
Left Blank



### AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

By: Chris Marcarello, Deputy City Manager/Public Works Director

**Date:** August 3, 2015

**Subject:** Overview of City's Sanitary Sewer Management Plan and Consideration to

Authorize Initiating Closed Captioned Television Inspection/Cleaning Services

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Review the overview of the City's Sanitary Sewer Management Plan (SSMP);
- b. Review the proposed public outreach materials regarding Fats, Oils, and Greases (FOG) disposal into the sanitary sewer system (Attachment "A"); and
- c. Authorize the City Manager to execute a contract amendment with Performance Pipeline Technologies, in an amount not-to-exceed \$225,000 for closed captioned television (CCTV) and cleaning services for approximately 164,000 linear feet of the City's sanitary sewer system, including a 10% contingency (\$20,000) for unforeseen circumstances that may arise; and
- d. Authorize the City Manager to execute a contract amendment with Hall and Foreman, in an amount not-to-exceed \$90,000 for independent third-party review services of CCTV information and integrating CCTV information into the City's geographic information services (GIS) system.

#### **BACKGROUND:**

1. In accordance with State Water Resources Control Board (SWRCB) Order No. 2006-0003, public agencies are required to develop and implement a Sanitary Sewer System Management Plan (SSMP). The mandate includes the requirement to properly manage, operate, and maintain all parts of the City's local sanitary sewer system, including the mitigation of any potential sewer overflows. The mandate also consists of general waste discharge requirements (WDRs), which prohibit the discharge of untreated wastewater that may reach waters of the United States or cause a public nuisance. The WDRs require that

Page 2 of 9

the SSMP address 11 separate categories involved with managing and operating the sewer system.

- 2. In April 2013, the City Council reviewed and certified the City's SSMP, bringing the City into compliance with WDR requirements. This document also must be reviewed and recertified every five (5) years to maintain compliance with this State program.
- 3. On June 15, 2015, the City Council reviewed and approved the City's Fiscal Year (FY) 2015-2016 Budget. As part of this budget review, the City Council also reviewed the FY 2015-2016 Capital Improvement Program (CIP). Included in the planned CIP for FY 2015-2016 are several projects aimed at improving City infrastructure, including streets/sidewalks, traffic safety, storm water pollution, parks/facilities, the water system, and the sewer system, among others. As part of the planned sewer system CIP projects, the following is identified for FY 2015-2016:

Project		Budget	Funding Source	Notes
Sewer Capacity Improvements	\$	1,375,000	Sewer Fund	According to SSMP
Sewer CCTV and Cleaning, Point Repairs, Lining Rehabilitation	\$	560,000	Sewer Fund	According to SSMP

In accordance with the planned sewer improvements, staff received bids for sewer CCTV/cleaning work for streets that are planned for resurfacing/reconstruction. This work was initiated in July 2015. The City previously completed CCTV/cleaning for 56,000 linear feet of the system (26%) of the City in 2013-14. This leaves approximately 164,000 linear feet of the system (74%) that needs CCTV/cleaning work to be completed. Once completed, the CCTV data will serve as the basis for future sewer infrastructure improvements in the community.

#### **ANALYSIS:**

#### City Sewer System

- The City of San Fernando local sewer system provides wastewater collection service to a population of approximately 25,000, as well as numerous commercial and industrial customers;
- The sanitary sewer system consists of approximately 43 miles of gravity sewer mains, with most ranging in sizes from 6-inches to 12-inches in diameter;

Page 3 of 9

- The City's collection system discharges to the County of Los Angeles trunk sewers;
- The City's wastewater is treated by the City of Los Angeles; and
- The City of San Fernando's sewer system is operated and maintained by the Public Works Department.

#### State Mandate to Develop Sewer Management Plan

In May 2006, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003, establishing General Waste Discharge Requirements (WDR) for sanitary sewer systems. This order is required for all public agencies that own or operate a sanitary sewer system comprised of more than one mile of sewer lines which convey untreated wastewater to a publicly owned treatment facility. The mandate further requires public agencies to electronically report all sanitary sewer overflows (SSOs) such as spills, releases, discharges, or diversions of untreated or partially treated wastewater from a sanitary sewer system to the State Board's database. Noncompliance with the mandate could subject the City to penalties and potential fines. The goal for SSO reduction is to decrease the risk to human health and the environment. The WDR required the City Council to approve the SSMP at a public meeting, which was completed in April 2014. Thereafter, the SSMP must be updated every five (5) years, and certified by the City's authorized representative upon completion.

The mandatory elements of the SSMP include the following categories:

#### 1. Goals

To provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur.

#### 2. Organization

To identify the name of the responsible representative, the names and telephone numbers for positions responsible with implementing specific measures in the SSMP program, and to establish the chain of communication for reporting SSOs.

#### 3. <u>Legal Authority</u>

To demonstrate, through sanitary sewer system use ordinance, services agreements, or other legally binding procedures that an agency possesses the legal authority to prevent illicit discharges in the sewer system; require that sewers and connections be properly designed and built; ensure access for maintenance, inspection and repairs; limit the discharge of debris that cause blockages; and enforce any violation of sewer ordinances.

Page 4 of 9

#### 4. Operations and Maintenance

To maintain sewer system maps; describe routine preventative maintenance activities; develop a rehabilitation and replacement plan for the sewer system; provide staff training for responsible personnel; and provide equipment and replacement parts for the system.

#### 5. <u>Design and Performance Provisions</u>

To establish design and construction standards and specifications for the installation of new sanitary sewer systems.

#### 6. Overflow Emergency Response Plan

To develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment.

#### 7. Fats, Oils and Greases (FOG) Control Plan

To implement a FOG source control program to minimize the amount of these substances discharged to the sanitary sewer system.

#### 8. System Evaluation and Capacity Assurance Plan

To prepare and implement a capital improvement program that will provide hydraulic capacity of key sanitary sewer system elements for dry and wet weather flow conditions.

#### 9. Monitoring, Measurement, and Program Modifications

To maintain and monitor information that can be used to establish and prioritize SSMP activities.

#### 10. Program Audits

To conduct periodic internal audits that evaluate the effectiveness of the SSMP and compliance with requirements listed in the SSMP.

#### 11. Communication Program

To communicate on a regular basis with the public on the development, implementation, and performance of the SSMP.

#### Sewer System Evaluation and Future Planning

The City's SSMP helped to establish a <u>baseline</u> of the sewer system's existing condition. In doing so, several key initiatives were accomplished, including:

 Meeting State requirements for sewer system evaluation, regular operational activities, and ongoing reporting of system performance;

Page 5 of 9

- Updating sewer maps that will allow the City to complete necessary hydraulic model assessments of the sewer system;
- Identifying system capacity deficiencies and recommending ideas for needed improvements; and
- Updating sewer system information into a geographic information system (GIS) program
  whereby sewer information can be readily obtained and evaluated using mapping
  programs.

Altogether, the SSMP identified approximately \$10.7 Million in needed maintenance and improvement costs. The City has initiated a phased multi-year improvement plan to address sewer items. During the Fiscal Year 2015-2016 budget, the following items are planned:

#### 1. Inspection

Closed Captioned Television Inspection, Root Clearing of Entire Sewer System.

#### 2. Maintenance Repairs

Point Repairs (i.e., sewer pipe lining, replacement) to alleviate maintenance problems at locations where maintenance problems exist or that have hydraulic deficiencies; Perform inflow/infiltration analysis to determine areas that need additional repairs to limit water infiltration into the sewer system.

#### 3. System Design

Development of hydraulic models and design plans to meet capacity deficiencies and accommodate future growth.

#### 4. <u>Sewer Replacement:</u>

Replacement of deteriorated sewer pipes in conjunction with street resurfacing projects and in locations to address hydraulic deficiencies.

#### Sewer System Inspection/Cleaning

The City initiated inspection/cleaning of sewer system infrastructure in July 2015. CCTV and cleaning work is currently underway on ten (10) street segments that are scheduled for street resurfacing in the next two (2) years. These streets have been prioritized in order to coordinate improvements and impact neighborhoods only one time and not "piecemeal" work over time. As planned, improvements will be completed to infrastructure under the street (storm drain, sewer, water) and adjacent to the street (sidewalk, curb, gutter, trees) in conjunction with improving the roadway. The total cost of this limited phase of the CCTV and cleaning work is less than \$25,000 and is being performed by Performance Pipeline Technologies, who provided the most competitive informal bid.

Page 6 of 9

It is estimated that approximately 74% of the City's sewer system still needs CCTV/cleaning work to be completed. In order to begin the next phase of work in a timely manner, staff is recommending City Council approve a contract amendment with Performance Pipeline Technologies to complete CCTV/cleaning work on the remaining sewer pipelines. Performance Pipeline Technologies has been awarded contracts through formal, competitive bid processes for similar services in the cities of Ranchos Palos Verdes and Palmdale. Therefore, staff is recommending awarding the contract pursuant to Section 2-810(b) of the City Code and piggybacking on the City of Rancho Palos Verdes' formal, competitive bid process that awarded a contract to Performance Pipeline Technologies for storm drain and pipeline video inspection and cleaning services. It is recommended that the contract amendment with Performance Pipeline Technologies be approved for an amount not-to-exceed \$205,000 with authorization for the City Manager to approve change orders up to \$20,000.

In addition, it is advised that the City utilize the services of an independent, third party consultant to review sewer files and CCTV information and assist with uploading sewer information onto the City's GIS system for increased accessibility. The consultant will also assist with prioritizing improvement and maintenance projects. The City previously awarded a contract to Hall and Foreman through a formal, competitive bid process to provide Sanitary Sewer Master Plan Development Services. Hall and Foreman has the expertise and familiarity with the City's sewer system to provide third party review and GIS integration services. Therefore, staff is recommending extending Hall and Foreman's contract and amending the scope to include additional sewer assistance, third party review, and GIS integration services. The proposed total not-to-exceed cost of the amendment is \$90,000.

#### Sewer System Fats, Oils, and Grease Outreach Program

Most sewer maintenance issues result from fats, oils, and grease that are poured down the drain and enter the sewer system. Once these materials enter sewer pipes, then harden, constricting wastewater flows and leading to clogs. Restaurants and other food service businesses are often a significant source of FOG because of materials that they use in cooking or food preparation. As such, these businesses are required to install and maintain grease traps or interceptors that capture grease and reduce their disposal into the sanitary sewer system. The grease trap/interceptor program is monitored by the Los Angeles County Industrial Waste Department and is funded through fees paid by local businesses. These businesses are inspected and if necessary, issued compliance orders to address violations of the industrial waste program.

As proposed, the City will supplement the Los Angeles County Industrial Waste Program, including providing additional outreach to local businesses and residential properties in the community. The outreach program will consist of the following elements:

Page 7 of 9

- Mailers/bill inserts that aim to better educate the community on proper disposal of fats, oils and grease;
- Website information will be added to the City website regarding FOG education; and
- Posters information will be prepared to better educate local businesses on the proper disposal and maintenance of grease and oils. Posters will be made available to local businesses/restaurants to increase education related to this issue.

Attachment "A" includes sample educational materials that will be used in the City's outreach efforts.

#### Sewer System and Existing Development

The City's existing sewer system was developed based on build-out projects as specified in the City's General Plan. Any increase in land use intensity beyond what was envisioned in the City's General Plan Land Use Element should be required to identify incremental impacts on the sewer system (and other public infrastructure). New development that falls within the existing General Plan Land Use build out calculations are required to address existing code requirements and or fees that reflect these existing build out calculations.

Staff has reviewed existing development applications that have been processed and will intensify land use beyond the City's General Plan land use build out calculations. It has been determined that one existing application fits within this category and has received necessary Planning Commission and City Council entitlements to proceed with construction.

A development project was approved by the Planning and Preservation Commission and the City Council in 2012, including a General Plan Amendment, zone change, and site plan review for certain real properties on First Street and Harding Avenue. Based on these approvals, a list of Conditions of Approval was approved by the Planning and Preservation Commission and the City Council. Condition of Approval #5 titled "Attached Checklist" indicates that "the developer shall comply with the requirements as listed in the attached Public Works Department Development/Improvement Review Checklist", including potential sewer system improvements.

In accordance with this requirement, the developer completed a sewer study for the first phase of the proposed development. The City's civil engineer (Hall and Foreman) reviewed this report and has issued the following findings:

• The increase in sewage flows to the City's sanitary sewer system will not have a significant impact on existing sewer pipe capacity. The flows will incrementally add to public sewer capacity constraints downstream of the project location.

Page 8 of 9

- Peak Wet Weather Flow: Sewer modeling completed as part of the City's SSMP show sewer lines downstream from the project location that are at or near capacity during peak wet weather flow events. Wet weather flow monitoring (showing actual conditions) was not completed as part of the SSMP. According to the EPA, peak wet weather flows are described as the highest flow during and after a significant rain event and includes sanitary flow, infiltration and inflow. These models are intended to establish a conservative guideline to be used in long-term capital planning and design of sewer improvements.
- Sewer modeling completed as part of the review for this project concludes the following:
  - During peak, dry weather flow, sewer lines immediately adjacent to the development area will have sufficient capacity for the additional load that is introduced by Phase 1 of this Project.
  - O During a peak, wet weather flow event, and before introduction of the additional load from this development, an 8-inch pipe at the intersection of 1<sup>st</sup> and Harding is at approximately sixty-one percent (61%) of its full pipe capacity. With the additional load from the Phase I of this development, the 8-inch pipe at the intersection of 1<sup>st</sup> and Harding remains at approximately sixty-one percent (61%) of its full pipe capacity. Finally, the other sewer pipes in the immediate vicinity of the proposed development will have sufficient capacity for the additional load introduced by Phase 1 of this project.
- Based on generally accepted engineering practices for evaluating development impacts on sewer systems, the City's engineer (Hall and Foreman) has indicated that based on the results of the aforementioned hydraulic modelling scenarios, this development project alone, is not likely to add significant flows to the sewer system. The engineer has further indicated that the development should be subject to any related fees for establishing service and any development impact fees (Attachment "B", Review of Sewer Study).

Based on these findings, the City has collected required fees for sewer capital charges related to this project. In addition, the City has developed an agreement requiring that the developer post a cash deposit for any incremental, "fair share" impacts on City sewer infrastructure. Such deposit will be held to satisfy fair share sewer system charges.

Additionally, City staff met to discuss this issue with the Director and staff from the City of Los Angeles Department of Sanitation. Based on this discussion, it was confirmed that Los Angeles uses a similar approach in order to mitigate sewer/infrastructure impacts.

#### Sewer System and Future Development

It is recommended that the City consider implementing a development impact fee program in order to ensure that new development pays any capital infrastructure costs that are associated

Page 9 of 9

with growth. Such efforts will ensure that the City maintains high public facility standards as new development creates increases on service demands. Impact fees must comply with the requirements of the Mitigation Fee Act, as outlined in the California Government Code Section 66000. The Mitigation Fee Act outlines the proper methodology for determining development's "fair share" of planned facilities costs and ensures that development is properly charged for "incremental" impacts to future infrastructure needs, not on existing infrastructure deficiencies.

Prior to the establishment of development impact fees, it is necessary for the City to conduct a comprehensive analysis of public facilities that will be needed to accommodate future development in San Fernando. Such analysis is quite detailed and will ensure that growth pays its own way — helping to shift the burden of funding the expansion of infrastructure from existing ratepayers and onto new development. It is estimated that this study would take 8 to 12 months to complete and involve the following elements: (1) Estimating future growth/development; (2) Estimating future growth/development in the City of Los Angeles that impacts the City's public sewers (and potentially other infrastructure); (3) Identifying standards that will be used for new public infrastructure; (4) Determining the cost of infrastructure that will be needed to serve development; and (5) Developing a fee schedule that will be used to offset development impacts. Such study could involve public infrastructure such as traffic facilities, public safety facilities, general government facilities, park facilities, sewer facilities, and water facilities, among others.

#### **BUDGET IMPACT:**

Funding is included for sewer system capital improvements using sewer enterprise funds as part of the City's FY 2015-2016 budget.

#### **CONCLUSION:**

It is recommended that the City Council provide input relative to sewer system infrastructure management, maintenance, and development impacts. Further, it is recommended that the City Council authorize the City Manager to initiate sewer system television/cleaning, third party analysis and integration of sewer files into the City's GIS system, and program outreach for Fats, Oils, and Grease disposal.

#### **ATTACHMENTS:**

- A. Fats, Oils, Greases, Outreach Materials
- B. Review of Sewer Study

This Page
Intentionally
Left Blank

**ATTACHMENT "A"** 

# What to do about fats, oils and grease:



Don't put fats, oils or grease (FOG) down the drain.

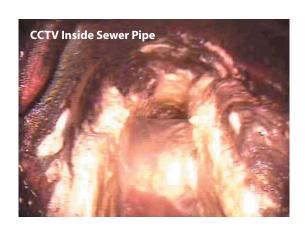


Mix fats, oils and grease with absorbent materials like paper towels, coffee grounds or kitty litter and put them in the trash.



Send it all to the dump, along with meat scraps, coffee grounds, eggshells and other solid foods you used to put down the garbage disposal.

# What's the problem with fats, oils and grease?



When fats, oils and grease are put down the drain, they can clog sewer pipes.



Sewer clogs can cause untreated sewage to backup and overflow into your home, or business, onto the street and even into storm drains that lead to the ocean.



Sewage spills can spread disease and harm the environment. Spills can also be expensive to clean up, and can lead to expensive fines or closures for businesses like restaurants.



# City of Anaheim **DEPARTMENT OF PUBLIC WORKS**Operations Division

#### Kitchen Best Management Practices (BMP's)

#### Sinks and Drains

#### Drain Screens

- Installed on all drains
- Openings between 1/8" and 3/16"
- Ensure screens are removable for ease of cleaning
- Clean frequently (dispose of the screened solids to the trash)

#### Grease Container Usage

- Pour all liquid oil and grease from pots, pans, and fryers into a waste grease container
- Prior to washing, scrape solidified fats and grease from pots, pans, fryers, utensils, screens, and mats into a container for proper disposal (not down a drain or garbage disposal)
- Use recycling barrels with covers for onsite collection of grease and oil
- Empty grill top scrap baskets or boxes into a container for proper disposal or recycling

#### **Dishwashing**

- Use rubber scrapers, squeegees, or towels to remove food and FOG from cook and serving ware prior to dishwashing
- Dry wipe food and FOG into trashcan prior to dishwashing
- Do not discharge wastewater with temperatures above 140 f° into a grease interceptor or other grease removal device (route directly to sewer instead)

#### Garbage and Food Waste

 All garbage and food waste should be disposed directly into trash bins or containers

#### Kitchen Exhaust Filter Hoods

- Commercial kitchen exhaust filter hoods should be cleaned frequently
- Sewage generated from cleaning hoods should be disposed of properly

#### Spill Prevention and Clean-up

#### Spill Prevention BMPs

- Empty containers before they are full to avoid accidental spills
- Use a cover to transport grease materials to a recycling barrel
- Provide proper conveyance devices to transport materials without spilling

#### Spill Clean-up BMPs

- Block off sinks and floor drains near the spill
- Clean spills with towels and absorbent material
- Use wet cleanup methods only to remove trace residues

#### Proactive Spill Prevention and Clean-Up Procedure BMPs

- Develop and post spill procedures for different types of spills
- Develop schedule for training and refreshing employees about procedures and document training
- Designate a key employee(s) who monitors clean-up

#### Absorbent Materials and Towel Usage

- Use disposable absorbent materials to clean areas where grease may be spilled or dripped
- When using paper towels, use food grade paper to soak up oil and grease under fryer baskets
- Use towels to wipe down work areas
- Use absorbents under colanders in sinks when draining excess fat or grease

#### Grease Disposal/Recycling

 Used or spent oil and grease from fryers and other equipment can be recycled through a licensed rendering or recycling company

#### Food Grinders

• Food grinders should not be used in FSEs because the resulting large volume of food solids may clog drain pipes and/or fill grease traps and interceptors

#### Employee Education

- An Education Program on the BMPs should be implemented consisting of:
  - New Employee Training Program
  - Frequent Refresher Training Program
  - Kitchen BMP Signage
  - Documentation of Training on Form (maintained at facility)



# La Ciudad de Anaheim **DEPARTMENT OF PUBLIC WORKS**Operations Division

#### Practicas Mejores en el Manejo de la Cocina (BMP's)

#### Fregaderos y Desague

- Coladeras del Desague
- Deben ser instaladas en todos los desagues.
- Deben tener aberturas dentro de 1/8" and 3/16"
- Deben ser removidas para facilitar limpieza.
- Deben ser limpiadas frecuentemente (deseche los residuos de comida visibles en el bote de basura.)

#### Uso del Contenido de Grasa

- Heche todo aceite liquido y grasa de las ollas, cazuelas, y freidoras en un recipiente de grasa.
- Antes de lavar, raspe la manteca y grasas de las ollas, cazuelas, utensilios, coladeras, y tapetes en un recipiente.
- Use barriles de reciclar con tapas cuando colecta para colectar grasas y aceites.
- Vacie los restos de las canastas o cajas de las parrillas en un recipiente

#### Lavando los Trastes

- Use raspadores de jebe, enjugadores, o toallas para quitar la comida y toda la grasa, aceite y manteca que es visible en los trastes y de servir antes de lavarlos.
- Usando una toalla seca, limpie los residuos de comida y de grasas, aceites, y manteca en un bote de basura antes de lavarlos

#### Uso de Materiales Absorbentes y Toallas

- Use materiales absorbentes y desechables para limpiar areas donde la grasa puede ser derramada o puede gotear.
- Cuando use toallas de papel, use papel de grado para comidas para absorber la grasa debajo de las canastas de freir.
- Use toallas para limpiar areas de trabajo.
- Use materiales absorbentes debajo de colanderas en fregaderos cuando exprima el exceso de grasa de las carnes

#### Prevención de Derrames y Limpieza

Prevención Proactiva de Derrames y Procedimiento de Limpieza BMPs

- Desarrolle un procedimiento de limpieza de derrames y pongalo en un lugar visible.
- Desarolle un programa de entrenamiento para los empleados acerca de los procedimientos.
- Designe un empleado quien supervise la limpieza

#### Prevención de Derrames BMPs

- Vacíe los recipientes antes que se llenen para evitar derrames accidentales.
- Proveer recipientes adecuados y portables para transportar materiales sin derramar.
- Use una tapa para transportar materiales de grasa al barril de reciclo

#### Limpieza de Derrames BMPs

- Tape el fregadero y los desagues del piso cerca del derrame.
- Limpie los derrrames con toallas y materiales absorbentes.
- Use métodos de limpieza con agua solo para quitar los residuos

#### Deshaciendose de los Residuos de Comida/Reciclar

Aceites usados y grasa generada de los aparatos de freir y otros aparatos de cocina pueden ser reciclados a traves de una compañia recicladora

#### Moledores de Comidas

Moledores de comidas no deben ser usados en los establecimientos de servicios de comida ya que el gran volumen de comidas solidas pueden obstruir las cañerias del desague o llenar los interceptores y bloqueadores de grasa

#### Educación de los Empleados

- Un Programa de Educación en las Mejores Practicas en la Cocina debe ser implementado.
  - Programa para entrenar a nuevos empleados.
  - Programa frecuente de repaso, de entrenamiento.
  - El cartel indicando las reglas de las Mejores Practicas en la Cocina

# Ayuda a prevenir la contaminación del océano



o dumpster area clean and lid closed. ten el área del contenedor de basura limpia y con la tapa



- Scrape grease and food waste from floor mats and filters, then clean in a mop sink. Throw scrapings in the trash.
- Raspa con una espátula la grasa y comida de los tapetes y filtros, y luego límpialos en una cubeta para trapeadores. Tira los



- Use dry cleanup methods to keep parking lots and outdoo areas clean.

  • Para mantener los estacionamientos y áreas exteriores limpias,



- Pour waste oil and grease into portable containers with lids, then
- transfer to drums or barrels for recycling. Deposita aceite y grasa usados en recipientes portátiles con tapaderas, y luego transfiérelos a cilindros o barriles para



- Do not rinse dumpster area.

   No llenes en exceso el contenedor de basura con líquidos.
- No enjuagues el área de alrededor del contenedor de basura



- Nunca salgas a lavar con la ma quera los tapetes ú otro equipo.



- · No laves con la manguera el estacionamiento y las áreas exteriores para come



Never pour grease or oil into sinks or storm drains.
Nunca tires grasa o aceite en los lavamanos y alcantarillas.

STORM DRAINS LEAD STRAIGHT TO THE OCEAN. **NEVER LET ANY TRASH. GREASE. FOOD OR** WASHWATER ENTER THE STREET OR STORM

 $\leq$ 

 $\leq 1$ 

**F** 

 $\bowtie$ 

7-7

**E** 

\_\_

2

(<del>1</del>/<sub>F</sub>)

F

 $\leq$ 

**DRAINS!** 

El drenaje fluvial llega directamente al océano. ¡Nunca permitas que ningún tipo de basura, grasa, comida o agua de desperdicio entre en el drenaje fluvial!

> **FOR MORE INFORMATION** OR TO REPORT A SPILL THAT IS NOT CONTAINED TO YOUR SITE, **CALL THE ORANGE COUNTY**

STORMWATER PROGRAM

**WWW.OCWATERSHEDS.COM** 

AT (714) 567-6363

Para obtener mayor información o reportar un derrame que no pueda ser contenido en su sitio, llame a el Programa del Condado de Orange para la Contención de el Agua de Tormentas: 714-567-6363



# GEAN BEG

El océano comienza en la puerta de tú casa

This Page
Intentionally
Left Blank

#### ATTACHMENT "B"



A Division of David Evans and Associates, Inc.

July 28, 2015

Mr. Chris Marcarello, Deputy City Manager/Public Works Director City of San Fernando Public Works Department 117 Macneil Street San Fernando, CA 91340

Subject: **Harding Apartment Phase 1 Sewer Capacity Analysis** 

Dear Mr. Marcarello:

Hall & foreman, a division of David Evans and Associates, Inc. (H&F) performed an analysis of the above referenced flow analysis report, which was provided to us by the City. H&F simulated the flows provided in the report for the Phase 1 development, under three separate modelling scenarios. These were Average Dry Weather Flows (ADWF), Peak Dry Weather Flows (PDWF), and Peak Wet Weather Flows (PWWF).

H&F then compared these results to the same modelling scenarios, without the introduction of the Phase 1 flows. The results indicated that the sewer lines immediately adjacent to the project area, under all three scenarios, have sufficient capacity to convey the additional flows from this project. Furthermore, the capacity of some of sewer lines further downstream of the project area, although reduced slightly, is not altered significantly by the additional flows from this project. Finally, some of the pipes further downstream of this project were already at full capacity before the addition of flows form this project and therefore are recommended for replacement, independent of this or any other development projects within the City of San Fernando.

To stay compliant with the Waste Discharge Regulations order of the State Water Resources Control Board and to balance growth and development, most cities, including City of San Fernando, have performed a hydraulic analysis and CIP development to determine the impact of development on their sewer systems. They then implement a "fair share" or "impact fee", which they collect from the developers to mitigate the effect of additional loading on their sewer system. It is therefore our recommendation that the City of San Fernando implement this process since any development, including the above referenced subject, will inherently add a certain amount of loading to the sewer system and its impact, needs to be mitigated through the collection of these fees.

H&F appreciates this opportunity to be of service to the City of San Fernando. If the City has any questions, please do not hesitate to call me directly at (714) 665-4522.

Sincerely,

Hall & Foreman,

a division of David Evans and Associates, Inc.

Yazdan T. Emrani, P.E.

Senior Vice President



This Page
Intentionally
Left Blank



This Page
Intentionally
Left Blank



### AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

By: Ismael Aguila, Recreation and Community Services Director

Date: August 3, 2015

**Subject:** Consideration to Approve Co-Sponsorship of the San Fernando Chile Festival

#### **RECOMMENDATION:**

It is recommended that the City Council consider the following:

- Approve City co-sponsorship of the San Fernando Chile Festival with the San Fernando Mall Association;
- b. Approve the use of the City Seal on San Fernando Chile Festival marketing material; and
- c. Approve waiving special event fees for implementation of the San Fernando Chile Festival Event.

#### **BACKGROUND:**

- 1. On March 26, 2015, the San Fernando Mall Association (SFMA) submitted a special event application for implementation of the San Fernando Chile Festival (Chile Festival) scheduled for October 3 4, 2015.
- 2. On May 12, 2015, the Parks, Wellness, and Recreation Commission unanimously approved a motion recommending that the San Fernando Chile Festival item be presented to the City Council for consideration.
- 3. On July 13, 2015, the SFMA submitted an event business proposal (Attachment "A") outlining the details of the event, including a request for waiving fees.

#### **ANALYSIS:**

#### San Fernando Chile Festival

The SFMA would like to introduce the San Fernando Chile Festival to the City of San Fernando.

## **Consideration to Approve Co-Sponsorship of the San Fernando Chili Festival** Page 2 of 3

The event is a collaborative effort of the San Fernando Chamber of Commerce, San Fernando Odd Fellows Lodge, and the San Fernando Kiwanis Club.

The Chile Festival is scheduled for October 3 – 4, 2015 and will be located on San Fernando Road (between Brand Boulevard and San Fernando Mission Boulevard) and Maclay Avenue (from San Fernando Road to Celis Street). The event is designed to bring together both traditional San Fernando culture with a modern Latino and Los Angeles vibe. The festival will focus on providing the community with a fantastic array of foods from the Los Angeles area, including those that incorporate all varieties of Chile peppers. It is expected there will be food vendors representing a delicious global cuisine that includes: Tai, Chinese, Cajun, and more. In addition, the event will provide an opportunity for community groups to perform. The evening entertainment line-up features music styles from Salsa and Mariachi to Blues, Rock and Brazilian beats. It is anticipated that attendance will range from 2,000 to 5,000 people per day. Please refer to Attachments "A" for the details.

#### **Key Accommodations**

- <u>City Staff Support:</u> As with any special event application, the SFMA is requesting that City staff be available to provide technical assistance and/or assistance with the permitting process for the City of San Fernando, Los Angeles County Department of Public Health, and the Los Angeles Fire Department.
- Traffic Control Installation: The SFMA will be required to prepare a traffic control plan under the direction of a State-licensed traffic engineer. Additionally, the SFMA will be required to hire a State-licensed, Class A contractor to install any traffic control devices listed in the traffic control plan for the event, subject to the following parameters: "The contractor will be required to pull any necessary permits for street closures/traffic control installation (fees may be waived, subject to City Council approval). Contractor shall be responsible for 1.) Road closures; 2.) Staffing of the closures throughout the event, and 3.) Taking down/opening up the closures." Please refer to Attachment "B" for details of all requirements for traffic control installation.
- <u>Security Assistance</u>: The SFMA will be required to have City police presence to help provide security support since alcoholic beverages will be served on public right of way.

#### Co-Sponsorship Requests

As part of the co-sponsorship of the San Fernando Chile Festival, the SFMA is requesting the following:

 <u>Use of City of San Fernando Logo:</u> The City Seal used for all print/electronic marketing material for the Chile Festival (see Attachment "C" – Resolution No. 6904 Standard Management Procedure Regarding Use of the City Seal).

#### Consideration to Approve Co-Sponsorship of the San Fernando Chili Festival

Page 3 of 3

- <u>Waiving Fees:</u> Consider waiving all permit costs and other fees associated with event planning, as well as, waiving fees associated with security assistance. The total waiver request is estimated at \$13,700 related to street closures and other traffic control-related fees as well as fees for security support.
- <u>Staff Support</u>: Consider authorizing the expenditure of approximately \$7,200 related to traffic control inspection and public safety assistance in conjunction with the event.

#### **BUDGET IMPACT:**

If approved, the City Council would authorize a total of \$20,900 in in-kind costs. The in-kind costs consist of approximately \$7,200 in staff costs and \$13,700 in traffic-related and security support fees associated with coordinating the event. Due to staff vacancies, there are sufficient savings to absorb the in-kind cost in the existing budget.

#### **CONCLUSION:**

Community members who participate in civic cultural events and programs not only show improved well-being on an individual and family level, but arts participation demonstrates increased community awareness, enhanced community resources, strengthened community relations and involvement, and promoted community belonging and collaboration.

The San Fernando weekend Chile Festival will take place in historic downtown San Fernando. Admission is free and there is an opportunity for surrounding communities to enjoy the City of San Fernando.

#### **ATTACHMENTS:**

- A. San Fernando Chile Festival Proposal
- B. Traffic Control Installation Requirements
- C. Resolution No. 6904 Use of City Seal

**ATTACHMENT "A"** 



word about how great San Fernando has become. With a partnership from the city we can assure our success.

#### **Event Outline**

#### Logistics:

This event will require complete street closures from late Wednesday evening September 30 to Monday afternoon October 5th. San Fernando Road will require closure from Brand Blvd to San Fernando Mission Blvd, and Maclay St will be closed from Truman to Celis. Maclay Closures can be limited to the Friday afternoon before the event to Monday afternoon if traffic issues arise. Our vendor, LA Party Rents will be providing K-rails and assist in the setup and removal of the closure devices. Along with them, PRG will be our second and primary vendor for stage, lighting and sound production. We have yet to contract for power, but expect that to be complete soon. We have hired a 24x7 security detail to patrol the event and will have a team of volunteers to provide logistic support during the event.

The event will include two stage areas, a "Beer Garden" and 50 booths. most booths will be 10x10 and there will be several large pavilion sized booths for our Art booth, information area, Beer Garden and others.

OUr Beer garden will feature only 4 "Craft Breweries", and no big-name beer vendors will be allowed on premise. With the opening of our very own San Fernando Brewing Company, and the increased interest in Craft brewing, we expect this to be a main feature of the event. The Craft Brewery licensing is also a unique feature as it will confine all consumption of Beer to the Beer Garden Pavilion alone. While minors may be allowed to eat and sit at tables, no beer will be allowed to leave the confined area. We will be strictly enforcing this policy and will elaborate on the licensing and permitting as we move forward.

Please see attached preliminary drawings for layout details. These are all pending approval from LA Fire.

#### Administration

The Chile Festival committee is run by a staff comprised of members of the four organizing entities, and several members of the community. Their names are provided at the end of this document. The San Fernando Mall Association is the fiduciary entity responsible for all insurances, financial transactions, permit applications, etc. The Ask

Our committee has brought this to the San Fernando City council to ask for your blessing, and your partnership. Having the City as our Co-Sponsor will help us in a



variety of ways. As our co-sponsor the city has a stake in our success. We would ask that as a co-sponsor the city consider reducing our permit costs, and other fee's associated in planning and executing this event. As we all can imagine, this event has the potential to bring a high level of visibility to San Fernando that we have very few other options for. The partnership will also clear the way for a closer working relationship between city staff and our committee, allowing us to decrease administrative time and become more effective at planning as we approach the event.

Please consider our proposal, and we look forward to working with you.

Tom Ross Committee Chair

Committee Members:

**Eddie Ramos** 

**Emmanuel Rios** 

Gina Perez

Ismael Aguila

Jaime Herrera

Jeannette Ross

Rosa Ruvalcaba

Saul Sandoval

Vanessa Ceballos

John Cerda

Julie Cardoso

Karen Nichols

Kelley Rogers

Rafael Andrade

Richard Beaulieu

From: Tom Ross < tomtech@tekwerks.com > Sent: Tuesday, July 28, 2015 8:48 PM

To: Ismael Aguila; Brian Saeki

Subject: Chile Festival Formal Request

On August 3rd the organizing committee for the San Fernando Chile Festival will formally bring our event to the City Council. We will be asking for your sponsorship of this event, as a primary name sponsor, and as a financial sponsor. We request that the city waive all fee's labor, and other costs associated with this event. We firmly believe that the Chile Festival will bring into the city more than just a simple financial return on its investment, but it will bring to the city a higher profile, and a marquee event that will show the surrounding communities the great strides our city has made, and will make in the future.

We look forward to this partner ship.

Thank you

Tom Ross Committee Chair San Fernando Chile Festival.

IT Services and Broadband Solutions for Business 451 S. Brand Blvd #207 San Fernando Ca 91340

Office: 818-365-1986 http://www.tekwerks.com

#### **Traffic Control Installation Requirements**

The City will require the following items related to road closures/traffic control for the event.

- Traffic Control Plan SFMA shall prepare a traffic control plan for the event, detailing all
  proposed street closures, traffic controls, parking restrictions, etc. Plan shall be prepared
  and stamped by a licensed traffic engineer. Plans will be reviewed and must be approved
  by City staff.
- 2. Traffic Control Installation SFMA shall hire a State-licensed, Class A contractor to install any traffic control devices listed in the traffic control plan. Contractor will be required to pull any necessary permits for street closures/traffic control installation (fees may be waived, subject to City Council approval). Contractor shall be responsible for 1.) Road closures; 2.) Staffing of the closures throughout the event, and 3.) Taking down/opening up the closures.
- 3. Insurance Contractor and SFMA shall provide all insurance certificates and meet City insurance requirements, as described in the City's Special Events Application.
- 4. Road Closure Oversight Staffing shall be required for any/all road closures. This shall be performed by either the traffic control installation company listed on permit applications or a licensed/bonded security company, subject to the City's approval.
- 5. Additional permits and/or fees that may be required, include: Street Closure Permit, No Parking Signage, Traffic Control Inspection, and Commercial Dumpster Encroachment Permit. Any fees related to these items can be found in the City's Comprehensive Fee Schedule.

#### ATTACHMENT "C"

#### **RESOLUTION NO. 6904**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, AMENDING THE STANDARD MANAGEMENT PROCEDURE REGARDING USE OF CITY SEAL

WHEREAS, the City Council adopted a standard management procedure for the use of the City seal on August 3, 1987.

WHEREAS, the City Council desires to revise the procedure to limit the use of the City seal, as provided in this resolution.

WHEREAS, it shall be City policy that the City seal, as described in Municipal Code Section 1-13, shall only be used as provided in this policy. The purpose of this policy is to:

- A. Ensure that the City seal is not used for inappropriate events and affairs.
- B. Control use of the City seal so as to prevent unauthorized use, which could imply City participation, support, or sponsorship in commercial, political, or non-City events.

# THE CITY COUNCIL OF THE CITY OF SAN FERNANDO HEREBY FINDS AND RESOLVES

The City has designated an official seal, which serves to identify City involvement in some manner. Typically, the seal is used on City stationary, City vehicles, brochures and other information. It is important that some guidelines be followed so that the seal be used in an appropriate manner. Therefore, the following guidelines shall be followed pertaining to the City seal:

- 1. The City seal may be used on all City related literature, material, vehicles, etc., and for City sponsored or co-sponsored functions and events.
- 2. The City seal may be used on t-shirts, hats, calendars and other like material when sponsored by the City upon approval of the City Administrator.
- 3. The City seal may not be used by organizations other than the City without prior approval of a majority of the City Council.
- 4. The City seal may not be used for political or commercial purposes.
- 5. In cases where it is unclear whether a proposed use of the seal is appropriate, three members of the City Council must approve the use as a scheduled item on a City Council agenda.

720626-1

PASSED, APPROVED and ADOPTED this 5th day of May, 2003.

Dr. José Hernández, Ph.D.

ATTEST:

Ulena H Uhautz Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Michael Estrada, City Attorney

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) ss.
CITY OF SAN FERNANDO

I, Elena G. Chávez, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of San Fernando and signed by the Mayor of the City of San Fernando at a regular meeting held on the 5<sup>th</sup> day of May, 2003; and that the same was passed by the following vote:

AYES:

Hernández, De La Torre, Veres, Ruelas, Martinez - 5

NOES:

None

ABSENT:

None

Cuna H Chavez Elena G. Chávez, City Clerk This Page
Intentionally
Left Blank

This Page
Intentionally
Left Blank



## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Councilmember Jaime Soto

Date: August 3, 2015

**Subject:** Appointment to the Parks, Wellness, and Recreation Commission

#### **RECOMMENDATION:**

I recommend that Yolanda Haro be appointed as my representative to the Parks, Wellness, and Recreation Commission.

#### **BUDGET IMPACT:**

None

#### **ATTACHMENT:**

A. Bio - Yolanda Haro

#### **ATTACHMENT "A"**

7/22/15

City of San Fernando Attn: Elena Chavez

Re: Commissioner for Parks, Wellness, and Recreation

My name is Yolanda Haro, and I am a resident of the City of San Fernando. I have been a resident since July 2003. I am married and have 3 sons. I am an insurance broker and have been since 1993. I am also a parent advocate for children with special needs. I am actively involved in our city and sit on the school site council as chairperson for LAUSD/ Lowman Special Ed Center. I regularly attend city council meetings and I am very interested in the direction our city is headed.

As a parent of young children who are involved in extra curricular activities, I am interested in being a commissioner for the Parks, Wellness and Recreation committee. I have seen the first hand the benefits of having children involved in extra curricular activities. This promotes a healthy lifestyle, along with self confidence, better grades and community involvement.

As a tax payer, I am interested in making sure that our parks and facilities are maintained and safe for all to enjoy.

Sincerely,

Yolanda Haro



This Page
Intentionally
Left Blank



### AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

Rick R. Olivarez, City Attorney From:

Date: August 3, 2015

Subject: Overview of Applicable Law Authorizing the Imposition of Fines for the Discharge

of Fireworks

#### **RECOMMENDATION:**

It is recommended that the City Council provide direction. If it is the City Council's desire to proceed with some sort of increase in fines, then it is recommended that City staff be directed to return within the next 30 to 45 days with an Ordinance modifying Chapter 38 and setting forth a revised fining schedule.

#### **BACKGROUND:**

This report is prepared in response to general queries presented by the San Fernando City Council (the "City Council") concerning the ability of the City of San Fernando ("City") to increase penalties associated with the sale and discharge of fireworks. In the State of California, fireworks are regulated by a combination of State law and local regulations authorized under State law. The City may make and enforce within its limits all local, police, sanitary and other ordinances and regulations not in conflict with general laws. In addition, the State Fireworks Law, Health and Safety Code section 12500, et seq., authorizes the City to regulate or prohibit the sale, use, or discharge of fireworks within its jurisdiction.

Local regulation of fireworks in the City is governed under Chapter 38 (Fire Prevention and Protection) of the San Fernando Municipal Code (the "Chapter 38"). Although Chapter 38 does allow for organized fireworks displays/events under the terms of a City-issued permit, the City bans the general sale and discharge of all variety of fireworks, including so-called "safe and sane" fireworks.<sup>2</sup> (See San Fernando Municipal Code Section 38-62 and Division (Public

<sup>&</sup>lt;sup>1</sup> Cal. Const. Article XI section 7

# **Overview of Applicable Law Authorizing the Imposition of Fines for the Discharge of Fireworks** Page 2 of 3

Displays) of Chapter 38). The majority of cities in Los Angeles County ban all fireworks.<sup>3</sup>

There are currently no penalty provisions set forth under Chapter 38 that are specifically tailored to the prohibitions set forth under Chapter 38. Accordingly, penalties for violations those prohibitions are covered under the City's general penalty provisions chapter found under Article II (General Penalties) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code ("Chapter 1").

Chapter 1 declares that violations of the San Fernando Municipal Code (which would be inclusive of the prohibitions set forth under Chapter 38) are punishable either as misdemeanors, infractions or civil administrative actions. (See Section 1-30 of the San Fernando Municipal Code). If prosecuted as a misdemeanor, violations of Chapter 38 may involve a fine of not more than \$1,000 or 6 months in jail or both. If prosecuted as an infraction, the violation is punished by a fine of \$100 for the first offense, \$200 for the second offense and up to \$500 for the third offense. If prosecuted administratively, Section 1-56 of the San Fernando Municipal Code allows for a fines of \$100, \$200 and \$500 for first, second and third offenses respectively, which fines are to be paid directly to the City.

In 2007, the California Legislature enacted Senate Bill 839 ("SB 839") amending the State Fireworks Law to authorize local jurisdictions, as of January 1, 2008, to prohibit the possession of dangerous fireworks in the amount of twenty-five (25) pounds or less and to assess fines for the unlawful possession of twenty-five (25) pounds or less of fireworks. SB 839 mandates the amendment of any ordinance of a local jurisdiction in effect on or after January 1, 2008, that is related to dangerous fireworks to:

- Include provisions for cost reimbursement to the Office of the State Fire Marshal for the collection, transportation, and disposal costs associated with the disposal of dangerous fireworks;
- Provide that fines collected pursuant to the ordinance shall not be subject to the disbursement required by Health and Safety Code section 12706; and
- Limit the scope of the administrative penalty process to those situations where a person is found to be in possession of twenty-five (25) pounds or less of dangerous fireworks.

Under SB 839, local jurisdictions can adopt a streamlined enforcement and administrative fine procedure for the possession and use of less than 25 pounds of dangerous, illegal fireworks. It also allows a local jurisdiction to levy <u>administrative</u> fines of \$1,000<sup>4</sup> and solely retain all

<sup>3</sup> http://latimesblogs.latimes.com/lanow/2011/06/safe-sane-fireworks-list-legal-los-angeles-county.html

<sup>&</sup>lt;sup>4</sup> Some jurisdictions have imposed administrative fines in excess of \$1,000 citing the model ordinance adopted by the State Fire Marshal which includes a fining schedule with fines of up to \$4000 for the sale of illegal fireworks and up to \$1,050 for the sale/use of "safe and sane fireworks" at times not otherwise authorized by the City.

# **Overview of Applicable Law Authorizing the Imposition of Fines for the Discharge of Fireworks** Page 3 of 3

revenue therein (subject to a minor disposal cost reimbursement to the Office of the State Fire Marshal). Many cities have found the imposition of administrative penalties preferable in financing fireworks violation abatement costs in comparison to the misdemeanor citation process through California courts in which cities are only permitted to retain thirty-five percent (35%) of the fines generated.

As discussed above, the City's current schedule for administrative penalties is \$100, \$200 and \$500, for first, second and third offenses prosecuted administratively. SB 839 allows the City to increase its fine schedule considerably. For example, the City could theoretically, have an administrative fining schedule of say \$500, \$800 and \$1,000 for the first, second and third offenses, respectively.

Notwithstanding, the authority granted under SB 839, the burden of collecting on these administrative fines remains with the City and there is no guarantee that persons issued hefty fines will have the ability to pay. Some cities have come to rely on outside ticket processing firms to assist with the collection of these types of fines in a manner that is cost effective.

#### **CONCLUSION**

If it is the desire of the City Council to proceed with some sort of increase in fines, it is recommended that City staff be directed to return within the next 30 to 45 days with an ordinance modifying Chapter 38 and setting forth a revised fining schedule.

This Page
Intentionally
Left Blank

This Page
Intentionally
Left Blank



## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

Date: August 3, 2015

**Subject:** Consideration of City of San Fernando Correspondence Standardization

#### **RECOMMENDATION:**

It is recommended that the City Council provide staff with direction related to the standardization of all City correspondence.

#### **BACKGROUND/ANALYSIS:**

1. In August 2007, the Administration Department began the process of creating a new logo and standardization of its appearance. Fuel Creative Design was commissioned and created a new logo and graphic standardization, with completion in late 2007. Approximately \$2,300 was expended to create the new logo.

Over the next several years the new logo was used, however, was never formally implemented into City correspondence.

- 2. One of the City Council's main priorities in early 2014 was to standardize the City's correspondence and overall brand. Consequently, the Administration Department began a Correspondence Standardization Project which included updating the following (see Attachment "A" for a sampling of each):
  - a. Email Stationary for all City employees
  - b. City Council, Successor Agency and Commissions Public Meeting Correspondence(i.e., agendas, cancellation notices, agenda reports)
  - c. Departmental Correspondence (i.e., memorandums, letterhead, fax coversheets, envelopes)
  - d. Press Releases
  - e. Request for Proposals
  - f. PowerPoint Presentations
  - g. All Departmental Forms (i.e., PDF, NCR forms)
  - h. Business Cards for City Council and eligible City Employees
  - i. Budget Worksheets

#### Consideration of City of San Fernando Correspondence Standardization

Page 2 of 3

- j. Signs
- k. Departmental Organizational Charts
- I. Memorandums of Understanding for City Employee Bargaining Units

Prior to implementing the Correspondence Standardization Project, City correspondence was out-dated, stale and had no consistency. The new format creates a new, modernized appearance in addition to having a standardized appearance across all departments. Additionally, as forms are updated, a fillable PDF version has been created and will ultimately be available on the City's website.

This has been a time-intensive and lengthy project which included the collection of all current correspondence, creation of a new design, reformatting and recreating all correspondence. A majority of the items have been finalized and implemented. Approximately 333 new documents were created, including:

- 12 Agenda Templates (one for each body);
- 12 Cancellation Notice Templates (one for each body);
- 10 Agenda Report Templates (one for each Department and/or Division);
- 17 Memorandum Templates (one for each Department and/or Division);
- 18 Letterhead Templates (one for each Department and/or Division);
- 10 Fax Coversheets (fillable PDFs) (one for each Department and/or Division);
- 15 Envelope Templates (one for each Department and/or Division);
- 1 Press Release Template;
- 1 PowerPoint Presentation Template;
- 211 Forms\* (fillable PDFs);
- 2 Business Card Styles;
- 6 Budget Worksheets (one for each Department and/or Division);
- 5 Signs (City Hall Hours, Holiday Hours, etc.);
- 7 City and Departmental Organizational Charts (one for each Department); and
- 5 Memorandums of Understanding (one for each City Employee Bargaining Unit).

#### **BUDGET IMPACT:**

There is no budget impact to the Fiscal Year 2015-2016 budget. The bulk of standardizing correspondence has been staff time, which is included in the budget. Implementing form distribution in PDF version will decrease printing cost.

Items that require print production have proved to be either neutral cost or less. In the past, the most costly items to be printed were City letterhead, business cards, and some envelopes.

<sup>\*</sup>Please note: all forms have not been implemented.

#### **Consideration of City of San Fernando Correspondence Standardization**

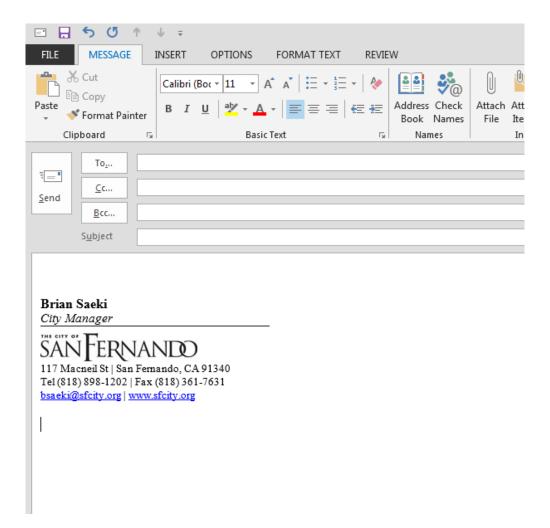
Page 3 of 3

This is due to the gold foiling. The new design and format of our letterhead, business cards, and envelopes does not include gold foiling, thus reducing the cost substantially.

#### **ATTACHMENT:**

A. Samples of Updated Correspondence

#### **SAMPLE OF EMAIL STATIONARY**



O8/3/2015

CC Meeting Agenda

Margins:

Top = 1.5"; Bottom, Left, Right = 1"

Header = .5 from Top; Footer = .75 from Bottom

Title Font:

Calibri; 12 pt (except otherwise indicated)

Body Font:

Calibri; 12 pt (except otherwise indicated)

Spacing:

Two spaces between sections; Single space within sections

RGB Font Color:

Blue = 9, 9, 114; Grey = 166, 166, 166

DATE OF MEETING – TIME OF MEETING
MEETING LOCATION

ADDRESS
SAN FERNANDO, CA 91340

REGULAR (OR SPECIAL) MEETING NOTICE & AGENDA

**NOTICE IS HEREBY GIVEN** that the Name of Body Meeting will hold a Special Meeting on **Day of Week, Date, at Time,** in the Meeting Location, located at address, San Fernando, California.

#### CALL TO ORDER/ROLL CALL

1.5 Line

Spacing

Names and Titles of Officials

#### **PLEDGE OF ALLEGIANCE**

Name of Person Leading the Pledge of Allegiance

#### **APPROVAL OF AGENDA**

#### **PUBLIC STATEMENTS – WRITTEN/ORAL**

There will be a three (3) minute limitation per each member of the audience who wishes to make comments relating to City Business. Anyone wishing to speak, please fill out the blue form located at the Meeting Location entrance and submit it to the Staff Contact Title. When addressing the Name of Body Meeting please speak into the microphone and voluntarily state your name and address.

Language for regular meeting

Language

for special

meeting

14 pt

There will be a three (3) minute limitation per each member of the audience who wishes to make comments in order to provide a full opportunity to every person who desires to address the Name of Body Meeting. Only matters contained in this notice may be considered.

Language for special meeting

#### **CONSENT CALENDAR**

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Name of Body Meeting wishes to discuss any item, it should first be removed from the Consent Calendar.

#### 1) TITLE

Recommendation

#### **PUBLIC HEARING**

#### 2) TITLE

Recommendation

- a. .....
- b. .....

#### **ADMINISTRATIVE REPORTS**

#### 3) TITLE

Recommendation

- a. ......
- b. ......

#### **COMMITTEE/COMMISSION LIAISON UPDATES**

#### **GENERAL COUNCIL COMMENTS**

#### **STAFF COMMUNICATION**



#### **ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours (24 hours if Special meeting) prior to the meeting.

Name, Title

Signed and Posted: Date (Time)

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting in the Department Office. Any public writings distributed by the name of Body meeting to at least a majority of the title of Members regarding any item on this regular (or special) meeting agenda will also be made available at the Department Office at Department location located at Department address, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at <a href="www.sfcity.org">www.sfcity.org</a>. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the Department Office at (818) 898-XXXX at least 48 hours prior to the meeting.



08/3/2015

CC Meaning Agenda Top = 1.75"; Bottom, Left, Right Page 168 of 212 Header = .5 from Top; Footer = .75 from Bottom

Title Font: Trajan-Regular; 14 pt
Body Font: Calibri; 12 pt
Spacing: Double space between sections; Single space within sections

*RGB Font Color: Blue* = 9, 9, 114; *Grey* = 166, 166, 166



## **NOTICE OF CANCELLATION**

Name of Body Meeting

REGULAR (OR SPECIAL) MEETING OF:

DATE - TIME

NOTICE IS HEREBY GIVEN that the regular (or special) meeting (as listed above) of the Name of Body Meeting will not be held on the above date.

Name, Title

Signed and Posted: Date (Time)

CC Meeting Age Regtom, Left, Right = 1"; Header = .5 from Fage: Feotor 2125 from Bottom *Margins:* Font:

Calibri; 12 pt (unless otherwise indicated)

Justification:

*RGB Font Color:* Blue = 9, 9, 114; Grey = 166, 166, 166



To: Mayor Joel Fajardo and Councilmembers

> Chair Joel Fajardo and Board Members (if Successor Agency item) or

From: Brian Saeki, City Manager -

> Brian Saeki, Executive Director (if Successor Agency item) or

Must be initialed by both

Department Head

Staff Person that provided assistance with writing report

Date: Date of the Meeting

The subject line should be BRIEF and COMPREHENSIVE so it is clearly Subject:

understood what will be discussed (do not capitalize all letters, only the first

letter of each word in the subject line)

2 spaces or 24 pt after subject line

#### **RECOMMENDATION:**

Recommendation is typed onto the Agendas which are posted in public locations and emailed to the public. Therefore, the recommendation should be brief and comprehensive enough to provide the public with a clear understanding of the subject agenda item.

If there is more than one recommendation, please keep it brief and comprehensive, by using the following sample format:

It is recommended that the City Council (or Successor Agency):

- a. Conduct a Public Hearing;
- b. Pending public testimony, introduce for first reading, in title only, and waive further reading of Ordinance No. (Attachment "A") "An Ordinance of the City Council of the City of San Fernando...must be **EXACT** title of the Ordinance).."; and
- c. Adopt Resolution No. .... (Attachment "B").
  - i. (Use this format if there are sub-recommendations)

ii.

#### **BACKGROUND:**

Chronological sequence of events (including dates) leading to this staff report. Example:

1. On January 1, 2013 ...

2 spaces 2. On May 27, 2013 ... or 24 pt in between sections ANALYSIS:

Discuss and analyze briefly the key issues and impacts to City (positive or negative).

- 1.
- 2.
- 3.
- 4.

#### **BUDGET IMPACT:**

*Please be clear and comprehensive:* 

➤ **If no impact** to the current fiscal year budget, please state so:

Example: Funding is included in the Fiscal Year 2014-2015 City Budget.

- ➤ **If under budget** (positive impact), **briefly** restate the savings compared to what was budgeted.
- ➤ **If increased,** <u>briefly</u> state the reason why and attach a budget Resolution. The Resolution should list the funding source (confirm with the Finance Department). A Resolution template is located in the E Drive: E:\CITY CLERK\SAMPLES AND TEMPLATES

#### **CONCLUSION:**

Summarize and justify in one paragraph staff's recommendation.

**ATTACHMENT/S:** Attachments should be mentioned in the body of the Staff Report and clearly labeled on the first page, top right-hand corner, bold print (i.e. **ATTACHMENT "A"**).

A.	Ordinance No
В.	Resolution No



## **MEMORANDUM**

To: Name, Title

From: Name, Title

Date: Date

Subject: **Subject Title** 

2 spaces or 24 pt after

subject line

Body of memorandum

Top = 1.3"; Bottom, Left, Right = 1" Margins:

Header = .5 from Top; Footer = .5 from Bottom Calibri; 12 pt (unless otherwise indicated)

Title Font: Body Font: Calibri; 12 pt

Justification: **Full** 

RGB Font Color: Blue = 9, 9, 114; Grey = 166, 166, 166

CONTACT, TITLE 14 pt
Subject
Page 2 of 2 10 pt

\*

Contact

**Company Name** 

**Address** 

City, State, Zip Code

\*

Subject:

Subject

\*\*

Dear \_\_\_\_:

\_

Body

**.** . .

Sincerely,

\*\*\*

Name

Title

\*\*

cc: Name, Title

Margins: Top = 1.25"; Left = 1.6", Bottom, Right = 1"

Header = .5 from Top; Footer = .5 from Bottom

Title Font: Calibri; 12 pt (unless otherwise indicated)

Body Font: Calibri; 12 pt

Justification: Full

RGB Font Color: Blue = 9, 9, 114; Grey = 166, 166, 166

\* 1 space or 12 pt after line
\*\* 2 spaces or 24 pt after line
\*\*\* 3 spaces or 36 pt after line



SAN FERNANDO

FAX COVERSHEET					
	n Department				
DATE	NUMBER OF PAGES Including Cover				
ТО	FROM				
ATTENTION	NAME				
COMPANY	DIVISION				
FAX NUMBER	PHONE NUMBER				
STATUS					
☐ URGENT ☐ PLEASE PROCESS	☐ PLEASE COMMENT				
FOR YOUR INFORMATION PLEASE REPLY ASAI	SEE COMMENTS SECTION				
COMMENTS					
INCORPORATED AUG. 31, 1911  CALIFORNI  IF YOU DO NOT RECEIVE ALL PAGES, PLEASE CONTACT					
NAME	PHONE NUMBER				
	( )				

#### SAMPLE OF ENVELOPE

Name Company Address City, State Zip Code





# PRESS RELEASE

FOR IMMEDIATE RELEASE

CONTACT: Name, Title

**Phone Number** 

DATE: Date

TITLE

Text

XXXXXXXXXXXX



# REQUEST FOR PROPOSALS (RFP)

## TITLE

ISSUE DATE: Date

#### PROPOSALS DUE

Date @ Time

#### **PROPOSAL SUBMITTAL**

1 Unbound Original Hardcopy

—— Hardcopies
1 Electronic Copy

#### **DELIVERY ADDRESS**

City of San Fernando c/o City Clerk's Office 117 Macneil St. San Fernando, CA 91340 Attn: Elena Chávez, City Clerk

#### **QUESTIONS**

Name Email address Phone number

SECTION 1.	SECTION TITLE	1
SECTION 2.	SECTION TITLE	1
SECTION 3.	SECTION TITLE	1
SECTION 4.	SECTION TITLE	1
SECTION 5.	SECTION TITLE	1
SECTION 6.	SECTION TITLE	1
SECTION 7.	SECTION TITLE	1
SECTION 8.	SECTION TITLE	1
SECTION 9.	SECTION TITLE	1
SECTION 10.	SECTION TITLE	2
SECTION 11.	SECTION TITLE	2
SECTION 12.	SECTION TITLE	2
SECTION 13.	SECTION TITLE	2
SECTION 14.	SECTION TITLE	2
SECTION 15.	SECTION TITLE	2
SECTION 16.	SECTION TITLE	2
SECTION 17.	SECTION TITLE	2
SECTION 18.	SECTION TITLE	3
SECTION 19.	SECTION TITLE	3
SECTION 20.	SECTION TITLE	3
SECTION 21.	SECTION TITLE	3
SECTION 22.	SECTION TITLE	3
EXHIBIT "A"		1

# **SECTION 1. SECTION TITLE**

Text text text

# **SECTION 2. SECTION TITLE**

Text text text

# **SECTION 3. SECTION TITLE**

Text text text

# **SECTION 4. SECTION TITLE**

Text text text

# **SECTION 5. SECTION TITLE**

Text text text

## **SECTION 6. SECTION TITLE**

Text text text

# **SECTION 7. SECTION TITLE**

Text text text

# **SECTION 8. SECTION TITLE**

Text text text

## **SECTION 9. SECTION TITLE**

Text text text

## **SECTION 10. SECTION TITLE**

Text text text

# **SECTION 11. SECTION TITLE**

Text text text

# **SECTION 12. SECTION TITLE**

Text text text

# **SECTION 13. SECTION TITLE**

Text text text

# **SECTION 14. SECTION TITLE**

Text text text

# **SECTION 15. SECTION TITLE**

Text text text

# **SECTION 16. SECTION TITLE**

Text text text

# **SECTION 17. SECTION TITLE**

Text text text

# **SECTION 18. SECTION TITLE**

Text text text

# **SECTION 19. SECTION TITLE**

Text text text

# **SECTION 20. SECTION TITLE**

Text text text

# **SECTION 21. SECTION TITLE**

Text text text

# **SECTION 22. SECTION TITLE**

Text text text

# EXHIBIT "A"

Text text text





SUBTITLE

PRESENTED BY:
NAME, TITLE

# TITLE

**FERNANDO** 

# EXT

• **T**e

•

Texi



# **CREDIT CARD REQUEST FORM**

I hereby certify that the below purchase were made for the use of the City of San Fernando

### **INSTRUCTIONS FOR SUBMISSION**

#### **BEFORE MAKING PURCHASE**

- 1. Complete Credit Card Request Form
- 2. Attach supporting documentation (i.e., estimate, quote, catalog page, etc.)
- 3. Obtain Department Head approval signature
- 4. Obtain Finance Director approval signature
- 5. Submit Original to Administration Department (Executive Assistant to the City Manager) to receive credit card information

#### **IMMEDIATELY AFTER MAKING PURCHASE**

1. Submit a copy of the final invoice to the Administration Department

1. Submit a copy of the marmone to the Administration Department								
REQUESTING DEPARTMENT CONTACT INFORMATION								
NAME OF EMPLOYEE		DEPARTMENT						
PURCHASE INFORMATION								
DATE OF TRANSACTION		AMOUNT						
		\$						
VENDOR		VENDOR NUMBE						
		5	☐ NEW					
EXPENDITURE ACCOUNT NUMBER								
1 40								
ITEM(S) PURCHASED								
\ \ \ \								
\ \ \		ODATED A						
	INCORP	ORATED X						
	AUG. 3	31. 1911						
PURPOSE								
\								
APPROVAL SIGNATURES								
DEPARTMENT DIRECTOR	DATE	FINANCE DIRECTOR	DATE					
ADMINISTRATION DEPARTMENT USE	ONLY							
DATE RECEIVED	OHEI							
L DATE RECEIVED	Posted $\Box$	Processed for Payment						



# REQUEST TO UTILIZE COMMUNITY INVESTMENT FUND

# **INSTRUCTIONS FOR SUBMISSION**

#### **BEFORE EXPENDING FUNDS**

- 1. Complete Request to Utilize Community Investment Fund.
- Submit Original to Administration Department (Executive Assistant to the City Manager) to obtain/confirm City Councilmember's authorization.

#### **IMMEDIATELY AFTER FUNDS ARE EXPENDED**

 Submit final invoices to the Administration Department for payment.

Manager) to obtain/confirm City Council			
<ul><li>3. After proper authorization has been rece</li><li>4. Notify the Finance Department so the ap</li></ul>			
processed.	propriate suaget transfer		
ORGANIZATION AND CONTACT IN	IFORMATION		
ORGANIZATION NAME		CONTACT NAME	
ADDRESS	CAI	CITY	STATE & ZIP CODE
PHONE NO.		EMAIL ADDRESS	
TYPE OF ORGANIZATION Check only	y one		
☐ City of San Fernando Department	:	M □ CD □ FIN	□ PD □ PW □ RCS
☐ City Partner ☐	Non-Profit ID No:	□G	overnmental Agency
☐ Other Describe:			
FUNDING REQUEST INFORMATIO	N		
AMOUNT REQUESTED		GRAPHICS Check all that apply	
\$	☐ Children		Adults
PLEASE SUMMARIZE YOUR REQUEST	- Cimaren	Li reciis	7 durits
			/ /
			//
	INCORP	ORATED	$\times$ /
	ALIC 3	1 1011	
IF APPROVED, HOW WILL THE FUNDS BE USED	)?	1, 1/11	
IF APPROVED, HOW WILL THE SAN FERNANDO	O COMMUNITY BENEFIT FR	OM THIS REQUEST?	
I CERTIFY THAT I THE REQUESTE	D COMMUNITY IN	/FSTMENT FUNDS W/III	RE ONLY BE LISED FOR THE
REASON(S) STATED ABOVE AND			
ORGANIZATION TO SUBMIT THIS			The Above States
	TLE	SIGNATURE	DATE



## **REQUEST TO UTILIZE COMMUNITY INVESTMENT FUND**

OFFICE USE ONLY - D	O NOT WRITE BELO				
DATE RECEIVED	POSTED	DISTRIBUTED TO CITY COUNCIL	П АР	PROVED	☐ DENIED
COUNCILMEMBER WHOM A	UTHORIZED FUNDS			AMOUNT APPROV	ED
VENDOR NAME	INVOICE NO.	DESCRIPTION	ACCOUN	T NO.	AMOUNT

SAN ERNANDO

v	E	٨	D	
1	ᆫ	М	ı١	٠

# PUBLIC PARKING PERMIT APPLICATION COMMERCIAL BUSINESS USE ONLY

All sections of this application must be completed before it is accepted. Complete one application for each business.

#### THIS PARKING PERMIT PROVIDES PARKING IN THE FOLLOWING PUBLIC PARKING LOT(S)

PARKING LOT

#### PARKING PERMIT REGULATIONS AND APPLICATION

- 1. Use of Parking Permit provides parking privileges in designated areas.
- 2. A Parking Permit does not guarantee or reserve a space.
- 3. A Parking Permit will be issued only to the applicant listed below.
- 4. Parking Permits are \$32.50 per month.
- 5. Parking Permits must be easily visible.
- 6. Parking Permits are not transferable.
- 7. No overnight parking.

8. One Parking Permit per vehicle.									
BUSINESS AND APPLICANT INFORMATION									
BUSINESS NAME				BUS	SINESS TELEPHONE NO.				
BUSINESS ADDRESS				3	10				
APPLICANT LAST NAME		FIRST NAI	ME	7	MIDDLE INITIAL				
VEHICLE INFORMAT	ON								
LICENSE NO.	MAKE	Щ	MODEL	YEAR		COLOR			
LICENSE NO.	MAKE	IN	MODEL PORAT	YEAR		COLOR			
LICENSE NO.	MAKE		MODEL	YEAR		COLOR			
LICENSE NO.	MAKE	S.A	MODEL	YEAR		COLOR			
LICENSE NO.	MAKE		MODEL	YEAR		COLOR			
LICENSE NO.	MAKE		MODEL	YEAR		COLOR			
SIGNATURE									
SIGNATURE			NAME (PRINT)			DATE			
	MAKE CH	IECKS PA	YABLE TO "CITY OF S	SAN FE	RNANDO"				

APPLICATION FEE: \$250

THE CITY OF	/20 <mark>15</mark>	
CANI	FEDI	
SAIN		NAINLU

TOBA			PERMI black ink or t	T APPLICA <sup>-</sup>	ΓΙΟΝ	
APPLICANT INFORMATION				<u> </u>		
NAME			HOME TELEF	PHONE NO.		
HOME ADDRESS		CITY			STATE, ZIP C	ODE
DRIVER'S LICENSE NO.			SOCIAL SECU	JRITY NO.		
BUSINESS INFORMATION						
BUSINESS NAME		. 11	BUSINESS TE	LEPHONE NO.		
BUSINESS ADDRESS		CITY		EP	STATE, ZIP C	ODE
TYPE OF ORGANIZATION	Individual	☐ Partr	ership	☐ Corporation	1	
IF OTHER THAN INDIVIDUAL,	LIST THE NAM	ES AND A	DDRESSES	OF ALL PARTNE	RS	
NAME	ADDRESS			CITY		STATE, ZIP CODE
NAME	ADDRESS			CITY	0	STATE, ZIP CODE
NAME	ADDRESS	10		CITY		STATE, ZIP CODE
LIST THE NAMES AND ADDRES	SSES OF THREE	E REFEREN	ICES NOT F	RELATED TO YOU	J BY BLOO	D
NAME	ADDRESS	CORP	ORAT	CITY E.D.	$\star$ /	STATE, ZIP CODE
NAME	ADDRESS	UG. 3	81, 191	CITY		STATE, ZIP CODE
NAME	ADDRESS			CITY		STATE, ZIP CODE
I DECLARE UNDER PENALTY ( THAT I AM AUTHORIZED TO TRUE, CORRECT, AND COMPL	MAKE THIS AF	PPLICATIO				
APPLICANT SIGNATURE		1	NAME (PRINT	)		DATE
		ı				

_	PEI	RSONA	AL INFORI	MATI	ON SU	MMARY			
EMPLOYEE INFO	RMATION								
NAME					Home Phone	2	Check if Pref	ferred Contact Numbe	r
			( )						
ADDRESS					Cell Phone		Check if Pref	ferred Contact Numbe	r
					( )				
CITY		ZIP CODE			Other Phone	!	Check if Pre	ferred Contact Numbe	er.
					( )				
DATE OF BIRTH	HEIGHT	WE	IGHT	HAIR CO	LOR	EYE COLOR	GENE	DER	
DRIVER'S LICENSE NO.		SOC	CIAL SECURITY NO.			DATE OF HIRE	EMPI	LOYEE NO.	
JOB TITLE			SA	(Please che	ck only one)	DEPARTMENT			
JOB IIILE					Part-Time	DEPARTIVIENT			
EMERGENCY CO	NTACT INICOE	INALIONI							
NAME	NIACI INFOR	IVIATION			Relationshi	n			_
10, 10, 1					Relationsin				
ADDRESS					DAY PHON	E NUMBER			_
					( )				
CITY		STATE, ZIP CODE EVENING F				HONE NUMBER			_
					( )				
EMPLOYEE SIGN	ΔTURE				/	DATE			
LIVII LOTEL SIGN	ATOKL	770				DAIL			
						T 1/			
PERSONNEL DIVISIO	ON USE ONLY						-		
ITEM/FORM			RECEIVED	ITEM/FC	RM			RECEIVED	
Driver's License (copy)			AILC	Acknow	ledgement: 1	Timesheet Policy			
Social Security Card (co	ору)		AUG.	Acknow	ledgement: 7	Time Clock Policy			
Verification of Education	on			Acknow	ledgement: I	Personnel Rules			
W-4 Withholdings			1	Acknow	ledgement: S	Safety Handbook			
Form I-9			4/10	OD					
Designation Form				O I					
City Oath									
Appointment Form									
Fingerprints Date									
Physical Date				OPTION	AL				
Agreement: Union Due	es			Direct D	eposit Form				
Agreement: DMV Pull	Notice Program								
Acknowledgement: Ha	rassment Policy								
EQUIPMENT ISSUED			RECEIVED BY	DATE		DATE RETURNED		RECEIVED BY	
City Identification Card	<u> </u>								
Employee Parking Perr	mit No.:								

CC Meeting Agenda



COST ESTIMATE							
SPECIAL EVENT		DA	TE(S) OF EVENT	<u> </u>			
			(-)				
LOCATION		RES	SPONSIBLE PAR	TY			
ATTENTION		DE	POSIT TO ACCO	UNT NO.			
SERVICES PROVIDED							
	CE			3			
1. EVENT STAFFING LEVELS	D/	ATE	TIME	HOURS	DEPLOYMENT	TOTAL	
				West			
		FER		7			
			3400				
	<b>1</b> 1 1 2 4	11	720				
2 LABOR COST				TOTAL STAFFING		TOTAL	
2. LABOR COST		Y 645	2021	HOURS	HOURLY RATE	TOTAL	
	A E	30 42					
	July W	* 10 LE	NA ONL				
		Auron	NO PAGE				
		CIFOR		TOTALL	ABOR CHARGES		
3. MISCELLANEOUS COSTS	Q	TY	UNIT	PRICE	DAY(S)	TOTAL	
N.							
		$\mu$					
	\ <u>\</u>			W/			
		316		11			
				TOTAL MISCELL	ANEOUS COSTS		
				GRAND TO	OTAL PER EVENT		
NOTES		-					
PREPARED BY	REVIEWED BY			APPROVED	RV		
THE AND DI	INCALCASED BY			AFFROVED			
	PATROL COMMANDE	R		CHIEF OF POLI	CE		



COST ESTIMATE							
SPECIAL EVENT			DATE(S) OF EVEN	T			
LOCATION			RESPONSIBLE PAI	RTV			
LOCATION			RESPONSIBLE PAI	MII .			
ATTENTION			DEPOSIT TO ACCO	OUNT NO.			
SERVICES PROVIDED							
		AI	FE				
1. LABOR DESCRIPTION	1 1	DECLUA	HOURS		ATE	TOTAL	
Includes 35% Overhead, per City Fee Sche	dule	REGULA	R OVERTIME	REGULAR	OVERTIME		
		///					
167					, 101		
TO		HOURS		LABOR CHARGES	TOTAL		
2. EQUIPMENT			HOURS	K	ATE	TOTAL	
TO	TAL HOURS	ш		TOTAL FOLLIE	PMENT CHARGES		
3. PARTS AND MATERIALS	ALTIOONS	QTY	UNIT	PRICE	DAY(S)	TOTAL	
	Λ 1	16 3	1 1011				
	1	J <b>U</b> , J	1, 1/11				
	-41	+F	$\cup BM$				
			UIV				
				TAL DARTE C ACC	TEDIAL COLLABOR		
4. MISC. & CONTRACTUAL SERVICES		QTY	UNIT	TAL PARTS & MA	DAY(S)	TOTAL	
THIS CALCULATION SERVICES		٠	0	1162	2711(0)	101712	
			TOTAL MISC. &	CONTRACTUAL SI			
NOTES				GKAND T	OTAL PER EVENT		
110723					EE ATTACHED FOR SE	T IID DETAILS	
PREPARED BY	REVIEWE	) RV		APPROVED		. T UF DETAILS	
I HEI AILED DI	IVE A LE AN EL	<i>-</i> 01		AFFROVED	UI .		
				Chris Marcare	llo Ianager/ Public Works I	Director	

CDECIAL EVENT	DATE(C) OF EVENT
SPECIAL EVENT	DATE(S) OF EVENT
SET UP DETAILS	
S A I S A I	

PROGRAM REGISTRATION FORM AND WAIVER									
PROGRAM INFORMA	ATION								
PROGRAM NAME		SESSION				TIME			
PARTICIPANT INFOR	MATION								
FIRST NAME		MIDDLE INIT	ΓIAL			LAST NAME			
☐ PROOF OF RESIDENCY ☐ NON RESIDENT	ADDRESS	I			CITY		ZIP CODE		
MAILING ADDRESS (IF DIFFE	RENT FROM ABOVE	)	N A		CITY		ZIP CODE		
HOME PHONE NO.		WORK PHO	NE NO.		EX	CELL PHONE NO.			
EMAIL ADDRESS					☐ AGREE TO RECEIVE T				
GENDER □ MALE □ FEMALE		DATE OF BIRTH AGE							
MEDICAL INFORMATION (PI	MEDICAL INFORMATION (PLEASE LIST ANY CONDITIONS, ALLERGIES, MEDICATIONS, ETC.)								
<b>EMERGENCY CONTA</b>	СТ								
FIRST NAME	135	LAST NAME				RELATIONSHIP			
HOME PHONE NO.		VIII.		OTHER PHO	NE NO.	4//			
WAIVER RELEASE									
In consideration of your accepting entry in this program, I do hereby assume all of the risks and hazards incidental to the conduct of said activity insofar as it relates to my participation or that of my child/ward. I do hereby release, absolve and hold harmless the City of San Fernando, the San Fernando Recreation and Community Services Department employees, and activity leaders from any damage and/or liability arising out of or in connection with my participation and/or that of my child or ward in said activity. In the event of injury to my child, legal ward and/or myself, I do hereby assume responsibility therefore, and hereby waive any and all claims for damages or loss against the City of San Fernando, the San Fernando Recreation and Community Services Department employees, and activity leaders. I hereby give permission to the City of San Fernando Recreation and Community Services Department to use my child's photographs as they see fit in tier seasonal recreational brochure. I understand the photographs belong to the City and will not receive payments of any kind. I also give permission for any necessary medical treatment. Any medical bills will be my responsibility.									
SIGNATURE OF PART	TICIPANT OR PA	ARENT/LEG			CHILD	UNDER 18 YEARS O	F AGE		
PRINT NAME			SIGNATURE				DATE		

CC Meeting Agenda



# PROPOSITION A – RECREATIONAL/ SPECIAL EVENT TRANSPORTATION REQUEST

Please attach your flyer to this form. Include a list of names of participants (list must be turned in within one week of trip).

ORGANIZATION INFORMATION								
ORGANIZATION NAME								
ADDRESS				CITY			STATE & ZIP CODE	
CONTACT NAME				PHONE N	0.	1		
<b>EXCURSION INFORM</b>	1ATION			L				
DATE OF EXCURSION	NO. OF BU	USES NO. OF VANS NO. OF PARTICIPANTS (TOTAL) ADULTS CHILE					CHILDREN	
DESTINATION		1	17	7	SPI			
DESTINATION ADDRESS		X	1///		CITY		ZIP CODE	
PICK-UP TIME ☐ AM ☐ PM	PICK- UP AD	DRESS			CITY	7-	ZIP CODE	
DROP-OFF TIME ☐ AM ☐ PM	DROP-OFF A	DDRESS	CHECK IF SAME AS P	PICK-UP	CITY		ZIP CODE	
same must be paid by Membership in an org  2. The public must be maparks would satisfy thi	to the general by all participa anization canno ade aware of t s requirement.	public, a nts and to ot be requented	nd there can be no che the proceeds must be uired as a condition for rough advertisement	pe paid to or use of the s/ notices a	it locations accessible t	account or train the public; pos	nsportation provider. ting of notices at City	
<ol> <li>A list of participants, a copy of the transportation invoice, and a copy of the advertisement/ notice should be submitted to the City after the trip. No advance funding will be provided; costs will be reimbursed after the trip.</li> <li>Funds can be used for transportation costs only; no staff or indirect costs may be paid with Proposition A funds.</li> <li>The location of the activity must be within the eligible service area as defined in the Proposition A local Return Guidelines.</li> </ol>								
I AM AWARE OF AND AGREE TO THE ABOVE CONDITIONS								
AUTHORIZED REPRESENTAT	TIVE NAME	TITLE			SIGNATURE		DATE	
OFFICE USE ONLY –	DO NOT W	RITE BE	LOW THIS LINE		AC	COUNT NO. 00	7-440-0443-4260	
☐ APPROVED ☐ DEN	IED	DIRECTO	OR OF RECREATION &	COMMUNI	TY SERVICES SIGNATUR	E	DATE	
ORDERED COACH	VAN	DATE			CONTACT		INITIALS	
COUNCILMEMBER NAME T	HAT PROVIDED	BUS			WHICH BUS OF ALLO		FISCAL YEAR	

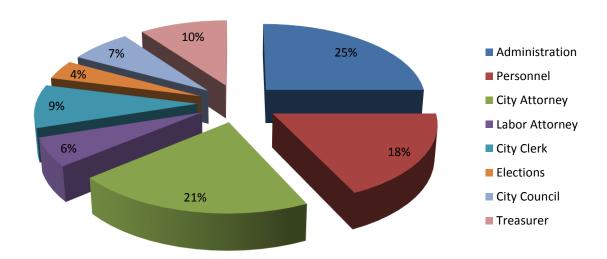
### **SAMPLE OF BUSINESS CARDS**



Please Note: Paper version is in draft format.



# ADMINISTRATION DEPARTMENT



MISSICIN STATEMENT	MISSION	STAT	LEW	FNT
--------------------	---------	------	-----	-----

# **DEPARTMENT OVERVIEW**

# **ACCOMPLISHMENTS FOR FY 2014-2015**

- •
- •
- •

# OBJECTIVES FOR FY 2015-2016

- •
- •
- •

# PERSONNEL

# **APPROPRIATIONS**

# SOURCE OF FUNDS



# City Hall HOLIDAY HOURS

# Ayuntamiento HORARIO POR DIAS FERIADOS

**CLOSED** 

**DECEMBER 25, 2014** 

**THROUGH** 

**JANUARY 2, 2015** 

**CERRADO** 

25 DE DICIEMBRE DEL 2014

AL

2 DE ENERO DEL 2015

# FERNANDO EL CONTROL DE LA CONT

# City Hall HOLIDAY HOURS

**CLOSED** 

**DECEMBER 25, 2014** 

**THROUGH** 

**JANUARY 2, 2015** 

# Ayuntamiento HORARIO POR DIAS FERIADOS

**CERRADO** 

25 DE DICIEMBRE DEL 2014

AL

2 DE ENERO DEL 2015

# ORGANIZATIONAL CHART

# FINANCE DEPARTMENT FISCAL YEAR 2015-2016

**FINANCE DIRECTOR** 

JUNIOR ACCOUNTANT

SENIOR ACCOUNT

CLERK II

SENIOR ACCOUNT
CLERK (2)

FINANCE OFFICE
SPECIALIST

CASHIER P/T

CASHIER P/T

**CONTRACT NO. 1789** 

# MEMORANDUM OF UNDERSTANDING (MOU)

San Fernando
Police Officers' Association
(SFPOA)

City of San Fernando (City)

**MOU TERM** 

July 1, 2015 - June 30, 2019

CITY CONTRACT NO.

1789

**ADOPTION DATE** 

June 15, 2015

<u>ART</u>	ICLE 1 INTRODUCTION	<u> </u>
1.01	PREAMBLE	1
1.02	RECOGNITION	1
1.03	IMPLEMENTATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)	1
1.04	PROVISIONS OF LAW AND SEVERABILITY	1
1.05	DURATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)	2
1.06	CITY RIGHTS	2
1.07	EMPLOYEE RIGHTS	2
<u>ART</u>	ICLE 2 INSURANCE BENEFITS	3
2.01	MEDICAL, DENTAL, AND VISION INSURANCE FOR ACTIVE EMPLOYEES	3
2.02	MEDICAL INSURANCE FOR RETIREES	4
2.03	LIFE INSURANCE	5
2.04	LONG TERM DISABILITY INSURANCE	5
<u>ART</u>	ICLE 3 RETIREMENT BENEFITS	5
3.01	RETIREMENT FORMULA	5
3.02	EMPLOYER PAID MEMBER CONTRIBUTIONS	5
3.03	OTHER RETIREMENT BENEFITS	6
<u>ART</u>	ICLE 4 LEAVE BENEFITS	6
4.01	VACATION LEAVE	6
4.02	HOLIDAY LEAVE	7
4.03	SICK LEAVE	9
4.04	BEREAVEMENT LEAVE	9

# ARTICLE 1 INTRODUCTION

#### 1.01 PREAMBLE

This contract (hereinafter referred to as "Memorandum of Understanding") by and between the San Fernando Police Officers' Association, hereinafter referred to as the "Association," and the City of San Fernando, hereinafter referred to as the "City" has, as its purpose, the promotion of fair and harmonious relations between the City and the Association and its members, the establishment of a fair, just, equitable, and peaceful procedure for the resolution of problems and differences, and the establishment of wages, hours, and working conditions and other conditions of employment that, in any way, affect the employees within this bargaining unit.

#### 1.02 RECOGNITION

The City recognizes the San Fernando Police Officers' Association as the exclusive bargaining representative of the employees in this unit, subject to the right of an employee to self-representation. The term "employee" or "employees" is used to refer to those employees in the classifications of Police Officer, Sergeant, and such other classifications within ranks as may, from time to time, be added to the unit by the City.

#### 1.03 IMPLEMENTATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding constitutes the joint recommendation of the City and the Association. This Memorandum of Understanding shall be binding upon the parties, whenever the following conditions are satisfied:

- 1. The Association has notified the City Council that the Association has formally approved this Memorandum of Understanding in its entirety; and
- 2. The City Council has approved this Memorandum of Understanding in its entirety.

Whenever any ordinance, rule, regulation, resolution or other action is required for the implementation of this Memorandum of Understanding, such ordinance, rule, regulation, etc. will provide for an effective date the same as provided for in this Memorandum of Understanding or make other equivalent provisions therefore.

#### 1.04 PROVISIONS OF LAW AND SEVERABILITY

The parties agree that this Memorandum of Understanding is subject to all current and future applicable federal, state, and local laws.

If any Article, part, or provision of this Memorandum of Understanding is in conflict with or

inconsistent with applicable provisions of federal, state or local, law or is otherwise held to be invalid or unenforceable by a court of competent jurisdiction, such article, part, or provision thereof shall be suspended or superseded by such applicable law or regulation, and the remainder of the Memorandum of Understanding shall not be affected thereby.

### 1.05 DURATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding shall be effective beginning 12:00 am on July 1, 2015, and shall terminate at 11:59 pm on June 30, 2019.

On or about April 1, 2019, the Association may present a written proposal to the City on all matters that would affect the City's next succeeding fiscal budget including, but not limited to salaries, fringe benefits, and other cost item conditions of employment with the City. The parties shall begin meeting and conferring in good faith within thirty days of the Association's presentation of its proposal.

#### 1.06 CITY RIGHTS

The rights of the City include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means, and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

#### 1.07 EMPLOYEE RIGHTS

Employees of the City shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including but not limited to wages, hours, and other terms and condition of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the City. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by any employee organization because of the exercise of these rights.

# ARTICLE 2 INSURANCE BENEFITS

## 2.01 MEDICAL, DENTAL, AND VISION INSURANCE FOR ACTIVE EMPLOYEES

The City shall continue to pay the full cost of dental and vision coverage for employees and their dependents. The dental and vision coverage provided by the City under this Memorandum of Understanding shall be the same as currently provided by existing City approved insurance plans.

The City's contribution for medical insurance benefits on behalf of each unit employee and eligible dependent(s) shall be capped at the cost of the most expensive PEMHCA plan for Los Angeles Area Region only, available at each plan level (i.e., employee, employee+1, employee+2 or more), excluding the PERSCare plan. An employee who elects PERSCare shall pay the difference by pre-tax payroll deduction. In addition, the City shall continue to provide fully paid dental and vision coverage for all employees and eligible dependents.

Effective January 1, 2016, the City's contribution for medical insurance benefits on behalf of each unit employee and eligible dependent(s) shall be capped at ninety five percent (95%) of the average cost of the two most expensive PEMHCA plans for Los Angeles Area Region only, available at each plan level (i.e. employee, employee+1, and family). An employee who elects to enroll in a medical plan that exceeds 95% of the average of the two most expensive PEMHCA plans shall pay the difference by pre-tax payroll deduction.

#### Opt Out

Unit employees may elect to discontinue participation in the City's Medical Insurance Plan ("Opt Out"). The intent of this provision is to share cost savings that the City will derive as a result of a unit employee canceling City coverage.

Unit employees electing to waive City medical insurance coverage for themselves and all eligible family members must provide proof of coverage through another (non-City) benefit plan (e.g., spouse's coverage through another employer), and must waive any liability to the City for their decision to cease under the City's medical insurance plan.

Upon proof of other coverage, a unit employee who opts out shall receive the City's maximum contribution at the employee only plan level, as taxable income.

After electing to Opt Out, a unit employee who later requests to re-enroll under the City plan can only do so during the open enrollment period or after a qualifying event as permitted by the insurance carrier.

For medical insurance plans, when a unit employee is the spouse of another benefited City employee, one (1) employee may select a plan and list the spouse as a dependent under the two-

# ARTICLE 19 PRE-EMPLOYMENT CONTRACT

#### 19.01 PRE-EMPLOYMENT CONTRACT

Any employee hired after July 1, 2008 who voluntarily leaves the City within thirty-six (36) months of accepting employment as a police cadet or police officer, and who obtains employment as a police officer within the State of California within the subsequent 12 months, will be required to repay the City for the actual cost of training that employee, not to exceed \$450 per month for each month short of thirty-six (36). Said payments may be accomplished by relinquishing accrued but unused Vacation leave, Holiday leave or CTO leave, or in monthly installments of \$450, or both, at the employee's option.

# ARTICLE 20 PUBLICATION OF AGREEMENT

#### 20.01 PUBLICATION OF AGREEMENT

It is agreed that the City shall furnish each unit member one copy of this agreement.

## **CITY OF SAN FERNANDO**

# SAN FERNANDO POLICE OFFICERS' ASSOCIATION (SFPOA)

Joel Fajardo Mayor	Date	Saul Garibay SFPOA President	Date
Brian Saeki City Manager	Date	Al Martinez SFPOA Vice-President	Date
Chris Marcarello Deputy City Manager/ Public Works Director	Date	Jeffery Pak SFPOA Treasurer	Date
Nick Kimball Finance Director	Date	Courtney James Chiasson SFPOA Secretary	Date
		Robert M. Wexler SFPOA Attorney	Date

# **EXHIBIT "A" - SALARY SCHEDULE**

# (July 1, 2015 – June 30, 2016)

CLASS	SALARY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Police Officer	73P	5341	5634	5947	6270	6617
Police Sergeant	95P	6640	7005	7390	7797	8228

# (July 1, 2016 – June 30, 2017)

CLASS	SALARY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Police Officer	TBD	5421	5719	6036	6364	6716
Police Sergeant	TBD	6740	7110	7501	7914	8351

# (July 1, 2017 – June 30, 2018)

CLASS	SALARY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Police Officer	TBD	5530	5833	6157	6491	6851
Police Sergeant	TBD	6874	7252	7651	8072	8518

# (July 1, 2018 – June 30, 2019)

CLASS	SALARY RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Police Officer	TBD	5695	6008	6342	6686	7056
Police Sergeant	TBD	7081	7470	7880	8314	8774